

Vehicle Use Agreement

Operating a College vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for MDCC.
- Operate College vehicles for official College business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in a safe operating condition.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to Human Resources or the Office of Procurement Services.
- Accurately complete a condition survey when turning in a College-owned vehicle.
- Accurately record and report vehicle mileage in accordance with College procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Refrain from towing any personal equipment (boats, campers, etc.) with a College-owned vehicle.
- Not alter vehicles leased, owned, or rented by the College in any way.
- Never deactivate air bags on any vehicles leased/owned by MDCC, rented vehicles or personal vehicles used for College business.
- Never operate a computer while the vehicle is moving.
- Pull off the road to a safe location prior to making or receiving phone calls.
- Comply with College policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with College policies or as required by applicable state or jurisdiction laws.
- The Driver at any time leaves the state of Mississippi without a Board approved Out of State travel voucher
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to the College by the end of the day in which the incident occurred.
- Police reports, witness statements or other pertinent documents should be obtained and forwarded to the Director of Maintenance at MDCC.
- The driver shall cooperate with representatives of MDCC, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcement officials or representatives of the College or its agents.

I, _____, have read and understand *The Mississippi Delta Community College's Motor Vehicle Policy and Fleet Management Guide*. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver's Signature _____

Supervisor's Signature _____

Driver's License Number *(required)* _____

Date _____