

# UW Driver Agreement & Acknowledgement

To be completed by all UW employees, students, and authorized volunteers who will need to drive as part of their duties *before* they drive a UW-owned vehicle. This sheet should be kept in the driver's employment record by the supervising department.

Driver's Name (print): \_\_\_\_\_

Driver's License Number \_\_\_\_\_ Issuing State/Country \_\_\_\_\_ Expiration Date \_\_\_\_\_

- ☐ I am at least 18 years old with 2 years of driving experience, and I have a valid driver's license that:
  - Is valid in the State of Washington.
  - Is not expired, revoked, suspended or otherwise invalid now or in the last 3 years for any reason
  - Has a photo matching my appearance.
  - Must be in my possession while driving a UW owned vehicle.
- ☐ I understand I must report suspensions or revocations to my driver's license to my supervisor within 24 hours.
- ☐ I understand that I must possess a valid UW employee or student identification number (EIN/SIN) to use a UW-owned vehicle.
- ☐ I understand I may only drive a UW-owned vehicle for official business purposes.
- ☐ I understand I may only carry authorized passengers in a UW owned vehicle, and that they must all properly wear seat belts.
- ☐ I understand I am responsible for and must promptly pay any fines, fees or penalties incurred from driving and parking. Further if I am found to have violated the rules governing UW vehicle use, I may lose my ability to drive a UW-owned vehicle. I also understand that I am responsible for the repercussions of losing my driving privileges.
- ☐ I have had an opportunity to, or will review the Fleet Service's program policies.
- ☐ I understand that if I need to use a full sized van I must have 2 years of **licensed** driving experience and that there are unique hazards to operating one discussed in the UW Driver Safety & Awareness course.
- ☐ I understand that I am expected to operate the vehicle in a professional and safe manner, use seat belts, and obey all traffic laws. In addition, I am expected to:
  - Not use electronic devices without hands free devices when driving.
  - Keep the vehicle I use clean and in good running order, including bringing the vehicle to the Fleet Services shop for periodic maintenance.
  - Not use tobacco in; transport open alcohol containers with; transport hazardous materials (unless endorsed and equipped to do so); or transport animals without Fleet Services permission in a UW-owned vehicle.
- ☐ I understand that if I am involved in a vehicle accident; I must report this to my supervisor immediately and call CEI (third party claims adjuster) to report the accident within 48 business hours. See <http://www.washington.edu/facilities/transportation/fleetservices/accident> for details, or contact [tssafety@uw.edu](mailto:tssafety@uw.edu) for assistance.

*By signing below I acknowledge that I have read and understand what is expected of me as a UW driver.*

\_\_\_\_\_  
Employee Signature (required) if driving

\_\_\_\_\_  
Date