**Florida SouthWestern State College Driver Agreement**

I understand that operating a vehicle on College Business is a privilege, not a right. The safety of all individuals is of utmost importance to me, regardless of their affiliation with the College. I also understand that driving my personal vehicle in the safest manner possible while conducting College Business is of the upmost importance.

Accordingly, I agree to obey the following rules, regulations, terms, and conditions for operating any vehicle on College Business including COP 09-0104.

1. I will prioritize the safety of all passengers, pedestrians, and others on the road. This includes ensuring that everyone in the vehicle wears seat belts or occupant restraints as required by federal and state laws. I will not operate the vehicle if any occupant is not properly restrained, and I will not exceed the maximum capacity of the vehicle.
2. Smoking is not permitted in a College vehicle at any time.
3. I must have a valid driver's license at all times while I operate a College Vehicle and my license must be verified annually by my department head or the Department of Risk Management in accordance with COP 09-0104.
4. I am responsible for ensuring that my vehicle or the vehicle I will operate on College Business is properly maintained and in safe driving condition. This includes regular inspections, tire checks, fluid level maintenance, and adherence to routine servicing schedules.
5. I understand that I am personally responsible for any traffic or parking violations sustained while driving the vehicle. Additionally, I will obey all local, state, and federal laws while operating a vehicle on Company Business.
6. I understand and agree that Florida SouthWestern State College reserves the right to review my driving record annually and without prior notice during the duration of my employment.
7. I will use safe driving principles, practices, and techniques at all times.
8. I will not drive under the influence of drugs or alcohol. In the event of an accident during College Business I will:
9. Immediately report all accidents to the police department where the accident occurred.
10. Immediately report the receipt of any traffic citations issued to me by any law enforcement agency to my department head.

c. Not assume or admit fault. Others will determine liability and negligence after
thorough investigation.

d. Report any accident or injury which occurs as soon as possible to the Office of General Counsel.

1. Immediately report any changes or loss in my driver’s license privileges to my department head and accept removal of driving privileges for Company Business by the College, if applicable.

BY SIGNING THIS FORM, YOU AGREE TO COMPLY WITH THE TERMS, CONDITIONS, RULES, AND REGULATIONS ABOVE.

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Employee Signature Date

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Employee Name (Please Print)

**Approved:**

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Immediate Supervisor’s Signature Date

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Immediate Supervisor’s Name

(Please Print)

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Responsible Vice President Signature Date

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Responsible Vice President Name

(Please Print)

**PROVIDE A COPY OF THIS COMPLETED FORM TO THE GENERAL COUNSEL’S OFFICE AND CONFIRM THAT APPROPRIATE INSURANCE IS IN PLACE PRIOR TO MAKING ANY PERSONAL USE OF THE COLLEGE VEHICLE.**