

Short-Term Vehicle Use Agreement - Board Vehicles

Date: _____

All employees operating Board-owned vehicles agree to operate the vehicle according to the following guidelines. Failure to adhere to these guidelines may result in revocation of an employee's privilege to operate Board-owned vehicles or termination under some circumstances.

Date Out	Date In	Year	Make	Model	VIN #

- Employees must maintain a proper and current driver's license for the type of vehicle that they are operating and notify the Chief Operations Officer immediately if they no longer have a valid license. Employee authorizes the Board to obtain and review the Motor Vehicle Record of the employee.
- Employees must obey traffic regulations and follow generally accepted safe driving practices. Employees will notify the Board of any citations received while operating a company vehicle. Employee is responsible for parking cars in safe and legal areas off public ways. Employee is financially responsible for any parking or traffic violations while operating a Board-owned vehicle.
- Employees will ensure that all occupants of a Board-owned vehicle are properly wearing safety belts while the vehicle is in motion. No hitchhikers are allowed in vehicles.
- Employee is responsible for ensuring that the vehicle is properly maintained in accordance with the regular service intervals determined by the District's Transportation Maintenance Department. All Board-owned vehicles are designated as "non-smoking" areas.
- Employee must report all accidents immediately to their supervisor in accordance with the requirements of 06.2 AP.11.
- Employees will not make any modification or add equipment (CD players, stereos, etc.) to any Board-owned vehicles.
- The Board-owned vehicle is provided to assist in performing job responsibilities for the Board. Its use is limited to business purposes, except for incidental personal use. Vehicles are not to be loaned to or driven by any other person.
- Towing of travel trailers, or any type of recreational or utility trailer is prohibited unless specifically authorized by the Superintendent/designee.
- The use of alcohol and controlled substances prior to and during operation of any vehicle is prohibited. Employees determined to be under the influence of drugs or alcohol will be subject to disciplinary action, and may be terminated.
- Any hazardous substances, chemicals or dangerous goods (as defined by law) are prohibited from being carried in a Board-owned passenger vehicle.

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- A valid insurance card and vehicle registration shall be carried in the vehicle at all times. In the event of an accident, Employees will identify themselves and provide driver's licenses and insurance identification cards. Employees will not assume the blame for the accident or agree to any settlement.
- If it is determined that the employee is at fault due to reasons such as violating the traffic laws, unsafe driving, texting while driving, driving under the influence, etc. as verified by a law enforcement report or citation, video, or credible witness report, the employee may be held financially responsible for the first \$5,000.00 in physical damage.
- This authorization may be terminated by the Superintendent/designee at any time.

☐ **I have read, understand, and agree to comply with the above conditions authorizing me to drive a Board-owned vehicle. Failure to comply is considered a violation of work rules.**

☐ **I authorize the Oldham County Board of Education to obtain and review my Motor Vehicle Record.**

Employee Name: _____

Driver's License No: _____

Employee Signature

Date

Motor Vehicle Records check received? ☐ Yes ☐ No

☐ APPROVED

☐ NOT APPROVED

Reason: _____

Superintendent/Designee

Date

Review/Revised:12/16/2024