



SOP No	1.016
Effective Date	10.01.2013
Revision Date	
Approval Date	08.2013

DRIVER ACKNOWLEDGEMENT OF RESPONSIBILITIES

Instructions: remember to complete inspection form mileage log and & return to this office upon completion of trip if there is no operational problems with vehicle. If you find an item that you are uncomfortable with or information is missing, proceed to Auto Shop for assistance. Do not drive vehicle.

Driver must present current University ID and sign the above statement daily for Multiple User Vehicles and Fleet Vehicles.

- **Driving University Vehicle or Privately Owned Vehicle**
- **It is my understanding that my job responsibilities **do not** include driving University owned vehicles or my privately owned vehicle more than one time per month in the carrying out of my job responsibilities.**
- **I further acknowledge that at any point in time my job responsibilities change and I begin to drive a vehicle more than one time per month, I will notify Human Resources and sign up to take the next defensive driving class and provide a DMV printout of my driving record.**

Employee Signature

Date

- **It is my understanding that my job responsibilities **do** include driving University owned vehicles or my privately owned vehicle more than one time per month in the carrying out of my job responsibilities.**
- **I further acknowledge that my authority to drive University owned vehicles or my privately owned vehicles in the performance of my job responsibilities is dependent on my doing the following:**
- **My defensive driving certification remains current at all times.**
- **My California Drivers License is valid and in good standing at all times.**
- **I participate in a voluntary DMV Pull program for driving record certification.**

Employee Signature

Date

Authorized Signature (HR Representative)

Date