



Vehicle Use Guidelines

SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY COMMUNITY SCHOOLS - HUMAN RESOURCES OFFICE

These guidelines apply to:

- **Employees who drive any vehicle (including their own) for any work related business.**
- **Vehicles owned, leased, or rented to SRPMIC.**
- **Personally owned vehicles driven by employees on behalf of SRPMIC.**

If you are cleared to drive for work related business, your name and clearance dates will appear on the Education "Driver Eligibility" list that is published on the Education Division's SharePoint Human Resources Page Lists > Driver Eligibility link.

Employees who do not have written clearance are prohibited from driving any vehicle for any work related business.

Instructions for obtaining written clearance are posted on the Education Division's SharePoint Human Resources Driving & Safety link.

These guidelines have been established to encourage safe operation of vehicles, and to clarify insurance issues relating to drivers and SRPMIC.

- All drivers must have a valid driver's license.
- Motor Vehicle Records will be checked periodically. Driving privileges may be suspended or terminated if your record indicates an unacceptable number of accidents or violations. Should your record fall into our insurance carrier's guidelines of an, 'unacceptable driver,' your employment may be terminated.
- Employees authorized by SRPMIC to drive, are required to notify their Supervisor of any change in license status or driving record.

General rules regarding vehicle use on SRPMIC time:

- **Only** employees authorized by SRPMIC are permitted to operate SRPMIC vehicles.
- Personal use of company vehicles for any reason, at any time, is prohibited.
- Seat belts/shoulder harnesses must be worn whenever the vehicle is in motion.
- All local and state traffic regulations and signs must be followed.
- No unauthorized riders, hitchhikers, etc., are allowed.
- All moving violations resulting in points being assigned to your license must be reported to your supervisor.
- Driving while under the influence of alcohol or other drugs is forbidden.
- If driving SRPMIC vehicle out of Maricopa County, contact Department of Transportation to reserve vehicle and coordinate any required inspections.

When operating your own vehicle for SRPMIC business:

- Your Personal Auto Liability insurance is the primary payer. SRPMIC's insurance is in excess of your coverage.
- SRPMIC does not assume any liability for bodily injury or property damage the employee may become personally obligated to pay arising out of an accident occurring in connection with operation of his/her own vehicle.
- Report your mileage for expense reimbursement.

In the event of an accident:

- Take necessary steps to protect the lives of yourself and others.
- Comply with police instructions.
- Do not assume or admit fault. Others will determine liability and negligence after thorough investigation.
- Report the accident to SRPMIC as soon as possible.

Accidents / Incidents involving SRPMIC vehicle:

- Report all details of the vehicle on the report- Fleet ID, VIN Number, License Plate Number, as well as, Year, Make, and Model of the vehicle.
- Promptly arrange to take damaged vehicle to the Motor Pool to obtain Repair estimate.

By signing this document you are agreeing that you have read and understood the Vehicle Use requirements, and will comply.

Employee Signature

Employee Name (Printed)

Date