

GENERAL RULES FOR DRIVERS OF NTU VEHICLES

1. Only drivers approved through Transportation Office as authorized drivers may operate NTU Vehicles.
2. Vehicles may only be operated by those designated drivers on the vehicle request form
3. All drivers shall operate NTU vehicles in a manner that reflects concern for safety and courtesy towards the public.
4. NTU vehicles shall be driven only by NTU officials, authorized employees, and designated volunteers.
5. NTU vehicles shall not be used to conduct personal business, to transport members of the family, e.g. transporting children to and from school or for pleasure. Only those individuals listed on the request form may be passengers in the NTU vehicles.
6. No person may drive or ride in the front seat of a NTU motor vehicle unless properly restrained by the occupant restraint device. It shall be the primary driver's responsibility to ensure that the passengers use the available restraint devices.
7. All traffic and parking laws are to be obeyed, posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
8. Report all accidents immediately to Transportation Office and in turn, they will notify the Fleet Coordinator.
9. The driver of a NTU vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.
10. Operators of NTU vehicles are personally responsible for vehicles assigned to them. Should damage to a NTU vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
11. Individual must fill out mileage and destination record in the vehicle. KEEP NTU VEHICLE CLEAN
12. Under no circumstance will alcohol (open or closed containers) be allowed in a NTU vehicle.
13. Transportation will record the condition of the vehicles upon return. Individuals returning vehicles in an unsatisfactory condition may result in the denial of their future usage.
14. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.

NTU EMPLOYEES REQUEST FORM FOR USE OF VEHICLE

TO REQUEST A VEHICLE: NOTE: Only Employees who have had their driving records cleared through State MVD and NN Risk Management, are authorized to drive NTU vehicles and may be listed as drivers below.

1. Complete "Vehicle Request" section. List authorized drivers only. Only one form per vehicle per trip.
2. Read policy and obtain all necessary signatures.
3. Request for vehicle must be made in advance of departure: In cases where a form cannot be submitted prior to departure, call the Transportation office to request a vehicle.
4. Forward completed form to the Transportation Office.
5. **EMPLOYEE ID IS REQUIRED/ACCOUNT NUMBER IS RQUIRED**

VEHICLE REQUEST INFORMATION

- () Faculty
- () Staff
- () Student

Name of Employee requesting vehicle _____ / _____
DRIVER i.D. NUMBR

Department _____ ACCOUNT NUMBER _____

Secondary Drivers (if applicable) 1. _____
2. _____

Destination and Purpose of Travel: _____

Type of Vehicle Requested () 15-passenger Van () Standard 4 passenger Car
() 7 passenger/ Mini-Van () other _____

Pickup Day: _____ Date: _____ Time: _____
Return Day: _____ Date: _____ Time: _____

Estimate Total Miles: _____

Others Traveling in Vehicle (passengers): _____

POLICY/SIGNATURE OF AUTHORIZED DRIVER(S)

By signing, I certify that the NTU vehicle provided for this travel will be used only for the purpose described above. I will be responsible for this vehicle and its use, and must comply with the "General Rules for Drivers of NTU Vehicles". I understand that I will be held financially responsible for this assigned vehicle in cases of misuse and/or gross negligence.

Employee Signature (Primary Driver): _____ Date: _____

Secondary Driver(s) Signature(s): 1. _____ Date: _____
2. _____ Date: _____

Approval of Supervisor: _____ Date: _____

NOTE: 1. Employee choosing to use a personal vehicle (for approved travel) when a NTU vehicle is available will not be reimbursed mileage.
2. Personal vehicles used for approved travel are reimbursed at the GSA rate if no NTU vehicle is available. This form (signed and dated by Transportation) will be sent to the Business Office and attached to the pertaining Expense Report.

FOR TRANSPORTATION OFFICE USE ONLY

Driving Record of Employee Drivers Verified by: _____ Date: _____

Date Posted to Schedule: _____ By: _____

NTU Vehicle Not Available: Date Requested: _____ Transportation Signature: _____

Supervisor Authorization for Overnight Use: _____