

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:

- 1) My defensive driving certification remains current at all times.
- 2) My California Drivers License is valid and in good standing at all times.
- 3) I participate in a voluntary DMV Pull program for driving record certification.

Employee Signature

Date

Authorized Signature (HR Representative)

Date