

### **XIII. Appendix A MSU Business Use Agreement (3/2011)**

(To be completed by all drivers of MSU vehicles and on file in the drivers department)

Operating a university vehicle is a privilege. All drivers will be responsible and accountable to:

- Possess a valid motor vehicle driver's license issued in Mississippi or a state contiguous to Mississippi. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for the university.
- Operate university vehicles for official university business only.
- Operate motor vehicles in a safe manner at all times.
- Comply with all applicable state laws and regulations.
- Report moving violations to their Supervisor.
- Report changes in their driver's licensing to the university's personnel or insurance/risk management department.
- Accurately complete a condition survey when turning in a university vehicle.
- Accurately record and report vehicle mileage in accordance with university procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices at all times.
- Personally pay all moving/parking violation fines and fees.
- Keep automobile ID cards in the vehicle glove box at all times, including proof of liability coverage.
- Minimize the amount of towing any personal equipment (boats, campers, etc.) with university vehicle. Employees using personal equipment for official business do so at their own risk and their own expense and must have prior approval from their supervisor. All equipment must meet the same safety standards as university owned equipment.
- Not alter vehicles leased, owned, or rented by the university in any way.
- Never deactivate air bags on any leased/owned university vehicles, rented, or personal vehicles used for university business.
- Never operate a computer while the vehicle is moving.
- Minimize the use of cell phones while operating a vehicle.
- Comply with university policy on transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.
- Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

**In case of vehicle damage:**

- **Report any vehicle damage to the university by the end of the day in which the incident occurred.**
- **Police reports, witness statements or other pertinent documents should be obtained and forwarded to the university.**
- **The driver shall cooperate with representatives of the university, including insurance company personnel, and obtain written repair estimates from reputable shops or authorized dealerships as instructed. If it becomes necessary to rent another vehicle during repairs, the driver will be instructed as to provisions for a rental vehicle.**
- **Drivers should not make verbal or written statements concerning an incident except to law enforcement officials or representatives of the university or its agents.**

**I have read and understand the Mississippi State University Business Use agreement. I understand that I must abide by the provisions of this agreement. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.**

**Drivers Name:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**Driver Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_