

STATE-OWNED VEHICLE USE AND RESPONSIBILITY

My signature below indicates that I accept responsibility for the state-owned vehicle that has been assigned to me or that I have been designated as its primary user from a multi-user group. Furthermore, the State-Owned Vehicles Policy and the Staff Travel Policy has been discussed with me, and I understand and will comply with each item completely.

- (1) Traffic violations while driving state-owned vehicles**
- (2) Loaning and borrowing of state-owned vehicles**
- (3) Campus rules concerning all vehicles**
- (4) Maintenance, upkeep, and repair of state-owned vehicles**
- (5) Log sheets for state-owned vehicles (required by law)**
- (6) Automobile insurance**
- (7) Automobile accidents occurring to or in state-owned vehicles**

Employee's Signature

Supervisor's Signature

Employee's Name (Print or type)

Supervisor's Name (Print or type)

Vehicle Inventory Number

Date