

## STATE-OWNED VEHICLE USE FORM

My signature below indicates that the following list has been discussed with me, and I understand and will comply with each item completely as they apply to my usage of a state-owned vehicle.

- (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)

\_\_\_\_\_  
Date