

**This model form/template must be customized to meet your Agency’s needs.**



Vehicle Program and

Driver Acknowledgement

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District/Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver’s License No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_

**Vehicle Safety Program:** (Initial Each of the Following)

\_\_\_\_\_I understand that as permitted by State of California law, the District will be notified each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the State of California DMV Pull Program.

\_\_\_\_\_ I understand that because of my driving record I may not be permitted to drive on District business. Failure to maintain a valid Driver’s License and right to drive may result in termination.

\_\_\_\_\_ I will participate in all required Defensive Driving Classes.

\_\_\_\_\_ I will report all accidents or moving violations that occur on District business to my employer 1) within four hours of the occurrence, or by the next working day if the accident occurs in a District vehicle, and 2) within one working day if the accident occurs in a private vehicle used for District business.

\_\_\_\_\_ I understand that I must maintain liability coverage, as required by state law, on my personal vehicles that I drive on District business. A copy of this insurance policy or proof of insurance must be provided to my employer before the use of a personal vehicle being used for District business and any reimbursement for expenses. Reimbursement shall be payable at the current rate determined by the IRS.

**Basic Driving Safety**

**Observe Speed Limits and Traffic Laws –** Allow sufficient time to reach your destination without violating speed limits or traffic laws.

**Seat Belts –** The Driver and every occupant in any motor vehicle operated and driven on District business is required by State law and District policy to wear a properly adjusted and fastened seat belt.

**Cellular Phone/Electronic Device Use -** The use of cellular phones or other electronic devices by the driver while the vehicle is in motion is strongly discouraged and must be used in accordance with State law. Even with “hands-free” equipment, phones and devices take your attention away from driving, making you less likely to notice hazardous situations.

**Backing Up -** Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back up. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.

**Intersections -** When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, failure to use turn signals, improper turn movements, and failure to yield the right of way.

**Weather-Related/Night Driving -** Rain, snow, fog, sleet, or icy pavement increases the hazards of driving. Slow down, increase your following distance and be especially alert when driving in adverse conditions

**Passing -** When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time, when it is legal and safe.

**Rear-End Collisions -** By maintaining a safe following distance at all times, the driver can prevent rear-end collisions despite abrupt or unexpected stops of the vehicle ahead. Observe a minimum of the “three-second rule” by following the vehicle ahead of a distance that spans at least three seconds. The following distance should be increased when driving larger, heavier vehicles and when driving at night or in adverse conditions.

**Security -** District vehicles should be locked whenever they are unattended or unoccupied.

**Engines -** The engine of a District vehicle should always be turned off before the driver exits the vehicle.

\_\_\_\_\_ I have read the Driving Safety Tips provided by my employer.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_