

## GENERAL RULES FOR DRIVERS OF NTU VEHICLES

1. Only drivers approved through Transportation Office as authorized drivers may operate NTU Vehicles.
2. Vehicles may only be operated by those designated drivers on the vehicle request form
3. All drivers shall operate NTU vehicles in a manner that reflects concern for safety and courtesy towards the public.
4. NTU vehicles shall be driven only by NTU officials, authorized employees, and designated volunteers.
5. NTU vehicles shall not be used to conduct personal business, to transport members of the family, e.g. transporting children to and from school or for pleasure. Only those individuals listed on the request form may be passengers in the NTU vehicles.
6. No person may drive or ride in the front seat of a NTU motor vehicle unless properly restrained by the occupant restraint device. It shall be the primary driver's responsibility to ensure that the passengers use the available restraint devices.
7. All traffic and parking laws are to be obeyed, posted speed limits are not to be exceeded, nor is the vehicle to be operated above safe driving speeds for road conditions. All violation fines shall be the responsibility of the driver involved.
8. Report all accidents immediately to Transportation Office and in turn they will notify the Dean of Students.
9. The driver of a NTU vehicle shall take every precaution to ensure the safety of the vehicle and its contents. The driver shall lock the vehicle and take the keys, except in those instances when a commercial parking garage requires the keys be left with the vehicle.
10. Operators of NTU vehicles are personally responsible for vehicles assigned to them. Should damage to a NTU vehicle result through misuse or gross negligence, the operator may be required to make restitution to the State.
11. Individual must fill out mileage and destination record in the vehicle.
12. Under no circumstance will alcohol (open or closed containers) be allowed in a NTU vehicle.
13. Transportation will record the condition of the vehicles upon return. Individuals returning vehicles in an unsatisfactory condition may result in the denial of their future usage.
14. Willful disregard of these rules is considered just cause for disciplinary action and denial of future usage.

**NTU EMPLOYEES REQUEST FORM FOR USE OF VEHICLE**

**TO REQUEST A VEHICLE:** NOTE: Only Employees who have had their driving records cleared through State MVD and NN Risk Management, are authorized to drive NTU vehicles and may be listed as drivers below.

1. Complete "Vehicle Request" section. List authorized drivers only. Only one form per vehicle per trip.
2. Read policy and obtain all necessary signatures.
3. Request for vehicle must be made in advance of departure: In cases where a form cannot be submitted prior to departure, call the Transportation office to request a vehicle.
4. Forward completed form to the Transportation Office.

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**VEHICLE REQUEST INFORMATION**

- ( ) Faculty
- ( ) Staff
- ( ) Student

Name of Employee requesting vehicle \_\_\_\_\_ Primary Driver

Department \_\_\_\_\_ Campus Phone \_\_\_\_\_

Secondary Drivers (if applicable) 1. \_\_\_\_\_  
2. \_\_\_\_\_

Destination and Purpose of Travel \_\_\_\_\_

Type of Vehicle Requested ( ) 15-passenger Van ( ) Standard 4 passenger Car  
( ) 5 passenger Mini-Van ( ) other \_\_\_\_\_

Pickup Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Return Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Estimate Total Miles: \_\_\_\_\_

Others Traveling in Vehicle (passengers): \_\_\_\_\_

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**POLICY/SIGNATURE OF AUTHORIZED DRIVER(S)**

By signing, I certify that the NTU vehicle provided for this travel will be used only for the purpose described above. I will be responsible for this vehicle and its use, and must comply with the "General Rules for Drivers of NTU Vehicles". I understand that I will be held financially responsible for this assigned vehicle in cases of misuse and/or gross negligence.

Employee Signature (Primary Driver): \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Driver(s) Signature(s): 1. \_\_\_\_\_ Date: \_\_\_\_\_

2. \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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- NOTE: 1. Employee choosing to use a personal vehicle (for approved travel) when a NTU vehicle is available will not be reimbursed mileage.
2. Personal vehicles used for approved travel are reimbursed at the GSA rate if no NTU vehicle is available. This form (signed and dated by Transportation) will be sent to the Business Office and attached to the pertaining Expense Report.

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**FOR TRANSPORTATION OFFICE USE ONLY**

Driving Record of Employee Drivers Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Posted to Schedule: \_\_\_\_\_ By: \_\_\_\_\_

NTU Vehicle Not Available: Date Requested: \_\_\_\_\_ Transportation Signature: \_\_\_\_\_

Supervisor Authorization for Overnight Use: \_\_\_\_\_