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ASA COLLEGE DRIVER AGREEMENT TO TERMS, CONDITIONS, RULES AND REGULATIONS

I understand that driving a College-owned vehicle, rented vehicles, my vehicle or other vehicles on behalf of the College is a privilege, not a right. The College reserves the right to remove or deny privileges from any student or employee at its sole discretion for accidents or violations involving College owned or rented vehicles, or to use

Guidelines that is stricter than the insurance company's in deciding to authorize drivers. The safety of my passengers, pedestrians and others is my highest priority. Accordingly, I agree to obey the following rules, regulations, terms and conditions for driving on College business and familiarize myself with and follow the College's policies and procedures for vehicle use. I agree that I will, at all times:

- I. Have a valid U.S. driver's license.

ADHERE TO THE FOLLOWING TERMS OF USE

- 2. Use College vehicles for authorized business only.
- 3. Not permit any unauthorized person to drive the vehicle. Unauthorized drivers may be personally liable for any accident or loss.
- 4. Operate the College vehicle in accordance with College regulations, as may be provided to me in writing or verbally, and know and observe all applicable traffic laws, ordinances and regulations.
- 5. Not transport unauthorized passengers such as hitchhikers. Not transport any alcohol (unless specifically permitted, e.g. dining or conference services), drugs, or other contraband in any College vehicle.
- 6. Not drive the vehicle "off road" unless it is appropriate for that use.

FOLLOW THESE MINIMUM SAFETY REQUIREMENTS

- 7. Use seat belts or other available occupant restraints, and require all occupants to use seat belts or occupant restraints, in accordance with state laws, and not operate the vehicle unless all occupants are wearing the appropriate restraints. I will not permit total occupancy to exceed the number of seat belts.
- 8. Use safe driving principles, practices and techniques at all times.
- 9. Not drive under the influence of drugs or alcohol, nor if using a medication that impairs my judgment, reflexes or alertness.
- 10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- II. Not drive the vehicle at speeds that are inappropriate for road conditions.
- 12. Use cell phones and other hand held devices on a hands free basis only and with extreme caution. Cell phones and other hand held devices may not be used if prohibited by State or other jurisdictional law.
- 13. Not engage in behavior that might distract me from the safe operation of the vehicle.
- 14. Before leaving the parking area or garage, particularly with a rental vehicle or one that I do not ordinarily drive, be reasonably satisfied that the following parts and components are in good working order:
 - Service Brakes Horn • Parking Brakes • Windshield Wipers/Washers
 - Lights/Reflector Devices Rear and Side Vision Mirrors • Tires Railings and Hand holds
 - Seat Belts Window Defrosters • Turn Signals

Report any defects immediately to Facility Department to determine if the vehicle is safe to operate before driving the vehicle.

PERFORM REQUIRED ADMINISTRATIVE RESPONSIBILITIES

- 15. Report all accidents or traffic violations involving a College vehicle or while driving on College business to the Finance Office and other offices as directed, according to College policy.
- 16. Immediately report any changes in my license status (such as expiration, suspension, or revocation) to Facility Department, and for employees for whom driving is a requirement of employment, their department head or designee.
- 17. Accept suspension of driving privileges if applicable.
- 18. Personally assume responsibility for any and all fines or traffic violations associated with my use of a College vehicle or privately-owned vehicle used on College business.
- 19. Agree and accept that failure to follow driving rules may result in temporary or permanent suspension of driving privileges, or have more serious consequences.

Please Note: Departments will be responsible for deductibles incurred/or "at-fault" accidents by department members. An "at-fault" or surchargable accident or other violations of this agreement may result in revocation driving privileges or other disciplinary action.

Full Legal Name: _____

(Last, First, Middle Initial)

Signature: _____ Date: _____

You may wish to keep a copy of this form for your personal records.

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