

## Optional Vehicle Driver Agreement

### I understand and agree to the following:

- Prior to driving an agency vehicle, I must have a valid Utah State driver license in my possession.
- Switchpoint vehicles are restricted to business use only.
- I am responsible for buckling my seatbelt prior to moving the vehicle.
- I am responsible for ensuring that all passengers are buckled before moving the vehicle.
- I will not text and drive.
- Cell phone is for emergency use only and will not be used while the vehicle is in motion unless a hands-free device is available. Should I receive a phone call without the availability of a hands-free device I will not respond until the vehicle is parked.
- Personal use of the vehicle will be considered upon prior approval of the executive director.
- I am expected to honor all road signs and laws.
- Any violations, including moving and parking, are the sole responsibility of the driver.
- As a driver of the vehicle I am responsible to report all repair and maintenance concerns to the finance manager.
- I am responsible for keeping the vehicle clean and shall not allow it to become unsightly or offensive.
- Service animals are the only animals allowed in the vehicle.
- I am responsible for tracking data, mileage, and destination as required on the mileage log.
- I shall not allow unauthorized persons to drive the vehicle.
- When the gas tank has 50% of fuel left I am responsible for filling the vehicle and submitting the receipt to the finance manager.
- Switchpoint will maintain comprehensive and liability insurance coverage for the vehicles and named drivers. Passengers are also covered by insurance.
- I am responsible for fueling the vehicle when needed and submitting a corresponding receipt with mileage notated.
- In the event of any accident:
  - my first priority is the safety of myself and any passengers
  - I will contact appropriate law enforcement authorities
  - I will contact management at Switchpoint
- Switchpoint will be responsible for damages. However, should an investigation show that the vehicle was being used outside of the scope of employment the employee may be liable for the accident and may be forced to take legal and/or financial responsibility for any damage, accident, or injury.

**Should I violate any of the above requirements I will be subject to disciplinary action which may suspend my organization vehicle driving privileges, and up to, or including termination.**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_