

## THE UNIVERSITY OF TENNESSEE

### ACKNOWLEDGMENT OF POLICIES GOVERNING THE OPERATION OF UNIVERSITY VEHICLES

1. Vehicles may be used only for University business. Personal use is prohibited.
2. Vehicles may not be used for commuting unless authorized in writing under provisions of Class B assignment in University Policies and Procedures on the Use of University-owned Motor Vehicles.
3. Overnight retention—The conditions under which a Fleet Management vehicle may be retained overnight are as follows:
  - a. The employee's home is located some distance from the University and such retention would result in substantial savings in time and distance traveled.
  - b. If an employee must depart before Fleet Management opens, the vehicle may be procured and retained the preceding night.
  - c. If an employee is required, by reason of University duties, to return from a trip after working hours, he or she may retain the vehicle at home overnight, provided it is returned to Fleet Management the following morning.
4. Authorized drivers—Employees, including part-time student employees, Board of Trustee members, and registered volunteers are the only individuals authorized to operate a University vehicle. (Student employees are authorized to operate a vehicle provided they have departmental approval and driving is a job-related responsibility.)
5. The University's liability coverage applies only to vehicles driven by UT employees within the course and scope of their employment and only while on official University business.
6. The authorized driver is responsible for the protection and safe operation of the vehicle condition and will make every reasonable effort to return the vehicle in essentially the same condition as it was received. The operator should observe all traffic laws and rules of safe driving, and the operator is responsible for traffic violations and fines including parking violations. The driver or department may be financially responsible for damages resulting from abusive use of the vehicle.
7. Further information is outlined in the *Driver's Reference Manual*, which is located in the glove box of each vehicle or may be obtained from Fleet Management.
8. The operator must have a valid driver's license.

I acknowledge that I have read and understand the above policies. I also understand that violation of these policies may subject me to disciplinary action under The University of Tennessee Personnel Policies and Procedures.

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Driver's Name & Signature