

Lawrence University

VEHICLE USE POLICY Safety Training Completion Form

Lawrence University's Vehicle Use Policy is intended to promote driver and passenger safety. The complete policy is available on the University website.

Non-compliance with the vehicle use policy may result in suspension of all vehicle privileges for the offending organization/department for up to two years from the date of the offense. Please read the following policy sections, safety information, and place an "x" in each box after completing.



Lawrence University VEHICLE USE POLICY:

RESERVATIONS / BUSES / COSTS / CANCELLATIONS / DRIVER QUALIFICATIONS / DRIVER RESPONSIBILITY / TRIPS OVER 200 MILES ONE WAY / INCLEMENT WEATHER / KEY PICKUP, VEHICLE PARKING, KEY DROP OFF / VEHICLE MAINTENANCE / IF AN ACCIDENT OCCURS / VEHICLE RENTAL INSURANCE / OPERATING PERSONAL VEHICLES FOR UNIVERSITY BUSINESS



CHAPTER 11: SAFETY DRIVING TIPS

Avoid Aggressive Driving / Stay Alert / Drive Defensively / Following Distances / Vehicle Speed / Vehicles and Trains / Weather Conditions / Equipment Failure / Special Driving Situations / Driving Hazards / Being Pulled Over by Law Enforcement / Study questions



The driver must operate the vehicle in a safe manner, observing all ordinances and laws pertaining to the operation of motor vehicles.

- The driver must also observe the Vehicle Use Policy and assure adherence to its expectations.
- Seat belts must be worn at all times by all occupants.
- The driver and passengers are prohibited from using any tobacco products, alcohol, or illegal drugs. Also, the driver and navigator are prohibited from using any substance that may reduce attentiveness or cause drowsiness.

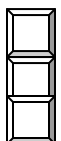
I have read the Vehicle Use Policy, Safety Driving Tips, and understand my responsibilities as a vehicle driver.

Print _____ Signed _____ Date _____

Instruction on vehicle controls, headlights, warning lights, mirror adjustment, and capacity.

Van # _____ Odometer Readings - Leaving _____ Returning _____

Van test drive to verify the following: X = Passed



Non-aggressive and alert driving behavior
Maintains safe vehicle following distances
Operates vehicle at proper speeds

Signature of Environmental Health and Safety Director, RSO _____ Date _____