

PLEASE CHECK ONE:

FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

COLLEGE ID# REQUIRED \_\_\_\_\_

STAFF \_\_\_\_\_ GRAD ASST \_\_\_\_\_

WASHINGTON COLLEGE  
VEHICLE OPERATOR'S QUESTIONNAIRE

I: DRIVER'S LICENSE# \_\_\_\_\_ STATE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

II: NAME: \_\_\_\_\_

Last Name

First Name

M.I.

III: HOME ADDRESS: \_\_\_\_\_

(If different than license, please explain below) Street or P.O. Box

\_\_\_\_\_

City

State

Zip Code

IV: DATE OF BIRTH: \_\_\_\_\_

Month

Day

Year

V: DURING THE PAST **TWO** YEARS, HAVE YOU: Yes No

1. Been charged with Driving under the Influence or Driving while intoxicated?..... \_\_\_\_\_
2. Been charged with any moving violations?..... \_\_\_\_\_
3. Been the cause of any vehicle accident? ..... \_\_\_\_\_
4. Had your license to drive suspended or revoked?..... \_\_\_\_\_

VI: Have you ever been involved as the defendant in any suits as a result of your operation of a vehicle?..... \_\_\_\_\_

VII: If you answered yes to any question in Section V or VI please explain below:

VIII: I hereby authorize and permit Washington College to obtain any information pertaining to my driving history records.

To the best of my knowledge, the information provided is truthful and correct. I, hereby authorize the release of all motor vehicle records maintained on me for the past three years. I understand these records will be reviewed to determine my eligibility to drive college vehicles and a copy of this record will be on file in the Washington College Transportation Section of the Buildings and Grounds Department.

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Signature of Operator

Date

## WASHINGTON COLLEGE VEHICLE SAFETY POLICY

This policy applies to **all** faculty, staff, students and independent contractors who operate a College owned, leased, rented, or personal vehicle while on college business.

- A. College/leased/rented/personal vehicles may only be used for College business unless the vehicle has been assigned to an employee on a full-time basis. If an employee has been assigned a vehicle on a full-time basis, personal miles will be a taxable benefit.
- B. Before a vehicle is released to any operator, the operator must be cleared to drive by our insurance carrier. Completion of a vehicle operator's questionnaire (available from Bldgs. & Grounds), presentation of a valid driver's license and a safe driving record, (see Section III.C.) are required to be an approved driver. After completion of the vehicle operator's questionnaire, Washington College will request a copy of the individual's motor vehicle record which will remain on file in the Transportation Section of the Buildings and Grounds Department. Motor vehicle records will be checked annually.
- C. Drivers with any moving violations relating to a DUI or DWI conviction, an at-fault accident involving a fatality, or three or more violations on their current three-year motor vehicle record shall not be permitted to operate a College/leased/rented/personal vehicle. Drivers with one or two moving violations on their record may only operate College/leased/rented/personal vehicles if approved by the College's insurance broker. Such approval is based on the nature of the moving violations, the longer term driving record of the individual, the expected assignment as a College driver, and other factors deemed pertinent by the broker.
- D. An employee who routinely operates a College/leased/rented/personal vehicle in the course of his/her job duties must advise his/her supervisor immediately of any license suspension or revocation or failure to meet the standards outlined in Section III.C.
- E. Any employee whose employment at the College depends on the ability to operate a vehicle should understand that maintaining a safe driving record is a condition of continued employment. The College reserves the right to terminate an employee whose job requires the operation of a College/leased/rented/personal vehicle should that employee not meet the standards outlined in Section C. or has his/her license suspended or revoked.
- F. Drivers may not operate a College/leased/rented/personal vehicle after the use of any substance which may interfere with their ability to operate a vehicle in a safe manner. This includes, but is not limited to; alcohol, prescription medications, over-the-counter medications and controlled dangerous substances.
- G. Drivers of College/leased/rented/personal vehicles are fully responsible for the security and operation of the vehicle until it is returned to the campus and checked in. The driver may not delegate this responsibility to any other person. Picking up hitchhikers, friends, and family members, not engaged in college business, are also not permitted. Drivers should lock the vehicle at all times when parked on campus or away. Drivers of College/leased/rented/personal vehicles are responsible for all violations and fines incurred during their time of possession. This includes fees for towing, resulting from violations; storage; or other related costs.
- H. All students, faculty, and staff of Washington College must wear seatbelts when operating a College/leased/rented/personal vehicle or any vehicle on our premises or while on school business. All occupants also are to wear seat belts when riding in a College/leased/rented/personal vehicle.
- I. Drivers must have two years of driving experience before they can be considered for the approved drivers list.
- J. Drivers must refrain from using cell phones, including texting, while operating a College/leased/rented/personal vehicle. Additionally, no one driver may drive for more than eight hours out of any 24-hour period. Student drivers may not drive longer than two continuous hours.

I have read the Washington College Vehicle Operator Safety Policy and agree to abide to this policy.

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Signature of Operator

Date