

Driver Agreement:

By my signature below, I understand and agree that my use of the UConn Dramatic Arts Blue Minivan tag number (9-320), shall be used exclusively for the fulfillment of the School of Fine Arts and University business that I am authorized to conduct. I understand that I am not to use the vehicle for any other reason than for the purpose stated above. I am an authorized driver/authorized student driver.

From UConn's Driver Policy:

Authorized Drivers means only those personnel listed below who are properly licensed and/or certified to operate UConn-owned, leased, and/or rented vehicles when conducting official UConn business:

- Faculty and staff employed by UConn;
- UConn students meet the criteria for “authorized student drivers;”
- “Driver for hire” must have a minimum of an ‘A’ Endorsement on their CT driver’s license.

Authorized Student Driver means a student who is enrolled at UConn (or has a valid non-UConn student authorization on file with Student Employment) and who is:

- Employed by UConn, or has volunteered to operate a vehicle on behalf of the university and its affiliates and;
- Properly licensed (per section 4) to operate a UConn-owned, operated, leased, or rented vehicle.

If you are an international student, you must be considered eligible to drive in the state by the DMV.

Please initial to designate agreement of each of the bulleted points hereafter.

_____ Driver will operate the vehicle in a safe, prudent, and lawful manner at all times and agree to comply with all applicable State motor vehicle laws and policies.

_____ Driver will read UConn's Motor Vehicle policy, linked [here](#).

_____ Driver will record mileage on the clipboard in the van including name, destination, time, and business purpose.

_____ Driver will immediately report to Alana Conti (860-486-1629, alana.conti@uconn.edu), within 24 hours ANY accidents, damage, or moving violations incurred while driving the vehicle. Driver must also complete an Accident Report form to be submitted to Transportation Services within 48 hours of the accident. The driver will report to Alana Conti if any emergency symbols appear on the dashboard.

_____ Driver is responsible for ALL driving violations including, but not limited to: traffic tickets, summonses, citations, unauthorized use of EZ Pass lanes, or parking fines during use of the van. If the Driver does not assume responsibility for the aforementioned violations, then their respective Department or Area will absorb the cost.

_____ Drivers of the vehicle must be at least 21 years of age and an employee or student of the School of Fine Arts. The driver will not permit any other person(s) to operate the vehicle unless such use is made part of this agreement.

_____ Driver will not park the van on any undesignated area while on the UConn campus including sidewalks, grass or landscape, or under any trees, as it is strictly prohibited by University policy. Parking Services is authorized to cite and tow a vehicle upon its first offense. The driver of the vehicle will be responsible for payment of all fees and fines associated with the enforcement of the policy and the Dean's Office will bear no responsibility for any negative impacts related to enforcement measures.

_____ Driver will not park the van overnight on any street, highway, or commuter parking lot except under emergency conditions.

_____ The maximum occupancy of the van is 6 persons. Driver agrees to not exceed the maximum occupancy of the vehicle at any time.

_____ Driver agrees to return the van with at least $\frac{3}{4}$ tank of fuel, in good condition, and clean and free of all waste materials by agreed upon date and time. The van will be inspected and assessed upon return by Alana Conti (860-486-1629, alana.conti@uconn.edu). Driver clean the van at motor pool if it is not left in the same condition it was collected in

_____ Driver agrees to use Motor Pool on campus to fill up the tank. External gas stations may only be used if you are driving outside of normal work hours, out of state, or in an emergency.

_____ Driver agrees to return the van to the designated parking spot outside of the Studio Theatre and the van key to Alana Conti (860-486-1629, alana.conti@uconn.edu).

_____ Driver acknowledges that if policies and procedures during use of the van are not followed, a \$25 fee will be charged to the respective department and/or will result in loss of privilege and use of the van.

_____ Driver will clean and disinfect surfaces between users, and understanding masks are recommended.

_____ Driver will leave the iPhone charger and phone holder in the van at all times.

For dramatic arts folks:

_____ Your personal vehicle should only be used if the company van is already out on business and the drive is urgent. This includes but is not limited to unexpected guest arrivals and transporting guests to/from the hospital, faculty trips, and local runs. Please note: **Proper documentation must be submitted in order to receive round-trip mileage reimbursement at the state's rate.** If your personal vehicle was used by CHOICE, while the van was available, you will not be reimbursed.