OCCASIONAL USE PERMIT FOR UA VEHICLE
DRIVERS’ AFFIDAVIT

This permit is to be completed by University of Alaska employees who would like to utilize a University of Alaska vehicle (includes owned, leased, rented, or non-owned) in the course and scope of performing work for the University on an occasional basis. This form must be completed for each new vehicle use period. This form is NOT to be used by employees for whom driving on University business is a job requirement, i.e., included in the employee’s job description, for a driving period exceeding 14 (fourteen) days, for long distance travel (greater than 50 miles one way), or drivers who will transport students and/or minors. Carrying of passengers who are not University employees is discouraged. The University does not carry insurance for non-employee passengers.

I, ____________________________, have been requested by the ________________ department to be a vehicle driver for activities necessary to that department’s operations for the period: from: ________________ to: ________________.

I certify the following:

☐ I possess a current and valid drivers’ license and I am in compliance with all licensing requirements for the State of Alaska.

☐ I have had no citations or license revocations for driving under the influence of alcohol or drugs in the past five years.

☐ I do not have a pattern of moving violations or reckless driving behavior which is demonstrated by the accumulation of more than five points against my drivers’ license in the past five years or more than two moving violations within an 18 month period.

The University's insurance for its vehicles is effective only when the vehicle is being used for authorized business purposes by an authorized employee in the course and scope of the employee’s official duties. It is incumbent upon the employee to ensure that their personal auto insurance will cover any claim which results during deviations from authorized business use of the University’s vehicle or to be prepared to personally pay for any damage or injury arising out of that deviation or personal use.

I certify the foregoing information and I also agree to notify my supervisor, by the next working day, of any moving violations that I may receive while utilizing the University’s vehicle. I agree to IMMEDIATELY notify my supervisor of any accidents involving the vehicle.

________________________________________
Signature
_______________________
Date

___________________________
Driver's License Number
___________________________
State
___________________________
Expiration Date

____________________________________
Signature of Supervisor
_______________________
Date
# VEHICLE OPERATOR CHECK LIST

## Before You Drive

- Familiarize yourself with the vehicle. Know the location of the gauges and how they work.
- Figure out the emergency systems and warning systems of the vehicle.
- Inspect the vehicle:
  - Check the tires, lights, and window glass. Report any problems to the department prior to using the vehicle.
- Adjust all mirrors and check for blind spots.
- Test the brakes before leaving the parking lot. Braking systems vary between vehicles and it is best to know how they will respond before an emergency.
- Seat belts must be worn (required by state law) while driving or riding in vehicles. The driver must ensure that all seat belts are secure before moving the vehicle.

## General

- Do not transport non-University employees without approval from Risk Management.
- Do not leave the vehicle idling and unattended.
- If you must use a cellular phone, please first stop in a safe location.
- Avoid leaving computers or other valuable equipment or property in the open.
- Exercise defensive driving skills.
- Do not pick up hitchhikers.
- Correct passenger to seat ratio must be observed.
- Smoking is not permitted in University vehicles.

## Traffic Violations

**Accidents:**
Vehicles have a "Vehicle Accident Checklist" in the glove compartment that contains forms and instructions for reporting an accident. In case of an accident while on University business, the driver of the vehicle must:

- Report the accident promptly to the local law enforcement agency and obtain a copy of the officer's report.
- Contact your supervisor and fleet manager as soon as practical and report the accident.
- Within 24 hours of the accident, submit a completed and signed Vehicle Accident Report to your supervisor.

**Traffic/Parking Citations:**
- The driver of a University vehicle is responsible for the payment of any traffic/parking citations incurred on or off University property while using a University vehicle.
- Traffic/parking citations cannot be paid from any source of University funds.

## Winter Driving

- Be sure you have an electrical cord to plug the vehicle into a head bolt heater when temperatures drop below 20 degrees (local clean air regulation).
- Clear the snow from all of the windows to assure visibility.
- Don't leave your vehicle running while unattended or warming up.
- If you have one, take along a cellular phone (with charged batteries).
- Allow extra driving time during periods of inclement weather.
- Leave plenty of room between your vehicle and the one ahead of you. Pay attention to what other drivers are doing. You can't stop quickly on snowy and/or icy roads.