

CCD SERVICE VEHICLE USE AGREEMENT

All Community College of Denver (CCD) employees operating a service vehicle owned or maintained by the College agree to operate the vehicle according the following guidelines. Failure to adhere to these guidelines may result in revocation of an employee's privilege to operate a CCD-owned service vehicle.

- Must maintain a proper and current driver's license and notify their supervisor immediately if they no longer have a valid license.
- Authorizes CCD's Human Resources Department to obtain and review their Motor Vehicle Record (MVR).
- Employee is responsible for maintaining a MVR within established guidelines.
- Agree to operate any service vehicle in a manner that will not expose CCD to excessive liability or risk.
- Must follow generally accepted safe driving practices and obey all traffic regulations.
- Will ensure that all occupants of a service vehicle are properly wearing safety belts while the vehicle is in motion.
- Will notify their supervisor of any citations received while operating a service vehicle, including parking tickets.
- Must report all accidents within one hour of the occurrence to their supervisor unless prevented by injury.
- Responsible for parking service vehicles in safe and legal areas off public walkways.
- Responsible for paying any parking or traffic violations incurred while operating a service vehicle.
- Will not allow a service vehicles to be driven non CCD employees.
- No hitchhikers are allowed in any service vehicle.
- Must request use of service vehicle with the Facilities Department. The Facilities Department will attempt to honor all requests.
- Must promptly return the service vehicle at the end of the reservation. If plans change, a new reservation request will be needed and approved before the vehicle is taken.
- Are not allowed to keep a service vehicle over-night unless approved by the Director of Facilities.
- Must return a service vehicle in the same condition it was received, to include cleaning out all trash and personal belongings.

- Must report any problems and/or damages to a service vehicle immediately to Director of Facilities.
- Must enforce the state's "no smoking" in a service vehicle.
- Use of alcohol or controlled substances prior to and during operation of any service vehicle is prohibited.
- Use of a cell phone or any other portable mobile device is prohibited during the operation of the vehicle.
- Employees utilizing vehicles on Auraria Campus must also review, sign and adhere to [AHEC's Policy](#).

I have read, understand and agree to comply with the above conditions authorizing the below employee to operate a service vehicle.

Employee Name (Print): _____ Date: _____

Employee Signature: _____

Supervisor Name (Print): _____ Date: _____

Supervisor Signature: _____

Approved by: _____ Date: _____

cc: Personnel Files