Miami Dade College

DRIVER'S RECORD SEARCH AND VEHICLE USE FORM

ALL of the information below MUST be complete, legible, and correct, or it WILL NOT be processed. Supervisors must send the completed and signed form to Risk Management, Room 1120, Kendall Campus or via email.

Driver's Name (Last)	(First)	(MI)	DOB (MM)	(DD)	(YYYY)

EMP ID #	Employee's Driver License Number

Use of Vehicles

1. Prospective drivers are NOT allowed to operate ANY College vehicle until their supervisors receive approval from the Office of Risk Management. (A copy of the form will also be kept on file in Public Safety or in appropriate District Facilities office with the Annual Master List provided by Risk Management).
2. Authorized Operator will print name, state the purpose of the use of the vehicle, provide the beginning and ending odometer readings, and sign the Vehicle Mileage/Trip Log.
3. **Vehicles must be kept clean inside following each use.**
   a. **If the vehicle requires cleaning, the department using the vehicle will be assessed a cleaning fee of $200.**
   b. The fee for Campus vehicles shall be assessed by the Dean/Director of Administration.
   c. The fee for District vehicles will be assessed by the Fleet Operations Manager.
   d. Smoking is NOT permitted in any College vehicle.
4. All accidents must be reported to local law enforcement, and vehicle user must obtain a police vehicle accident report for Risk Management and Public Safety.
5. All accidents or vehicle damage must also be reported to the Office of Public Safety in writing, stating:
   a. Who was driving;
   b. The cause of the accident;
   c. The person responsible for the accident;
   d. Complete the Johns Eastern Company, Inc. accident package
   e. Any other information that is required by the Risk Management office or the Provost for Operations.
6. Drivers must follow all applicable state laws and rules relating to driver and passenger safety.
7. Vehicles may only be used for **College business**.
8. Keys for vehicles shall be turned in immediately after use, and **must not** be left in the vehicle.
9. Vehicles shall be returned immediately after use, cleaned and fueled.
10. Drivers must possess the proper (commercial or driver's) license for the type of vehicle being used.
11. Drivers MUST notify the College of any event that affects his/her ability to meet his driving work requirement (License suspension, DUI, etc.).
12. In accordance with College Procedure 2410 – Performance Standards and Appeal Procedure for All Professional Exempt Contractual and Support Employees, Section II B. Steps of Progressive Discipline, this advisement serves as "Verbal Counseling" that failure to comply with departmental procedure may result in the following disciplinary actions:
    a. First offense will result in a **written reprimand** with a copy placed in the departmental file and a copy in the Human Resources Employee File.
    b. Second offense will result in a **suspension without pay up to 5 work days**, or **probation up to 180 work days** (for full time employees only).
    c. If a third offense occurs, **your employment** with the College may be **terminated.**

Vehicle User's Signature*	Department/Campus	Date

Supervisor's Signature	Supervisor's Print Name	Date

*By signing this document, Vehicle User agrees to a driver's record search, agrees to the conditions listed for proper use and operation of College owned vehicles, and understands the actions that will be taken if he/she fails to comply with the conditions of use.

Reset