

## Section 7 – What are your drivers' obligations?

### Driver Obligations

You should require that each driver review and sign a written checklist of requirements detailing their obligations. Keep a copy on file.

#### *The driver agrees that he or she will:*

- Possess a valid driver's license acceptable under the [State Vehicle Use and Access Rules, OAR 125-155](#).
- Report restrictions or limitations on driving privileges.
- Only use state-owned or state-leased vehicles for official state business.
- Not permit any unauthorized person to drive the vehicle.
- Use seat belts or other available restraints and require all occupants to do likewise in accordance with state laws.
- Operate the state vehicle in accordance with [State Vehicle Use and Access Rules, OAR 125-155](#) and agency policies.
- Know and follow all applicable traffic laws, ordinances, regulations, and use safe driving practices at all times.
- Take regular breaks when traveling more than three hours at a stretch. Take more frequent breaks if driving at night.
- Assume all responsibilities for fines or traffic violations associated with the use of state or university vehicle, rental, or private vehicle on official state business.
- Not drive impaired, under the influence of drugs, prescription or non-prescription, or alcohol, or for any other reason.
- Turn off the ignition, remove the keys, engage parking brake, and lock the vehicle when out of sight of the vehicle, even briefly.
- Drive the vehicle at speeds appropriate for road conditions, and in any case no higher than speed limits.
- Immediately report all incidents (collisions, vehicle damage, traffic citations) to supervisor or designee and as required by law.

---

Driver's Signature

---

Date