

Vehicle Use Policy (as referred to in Adult Behavioral Expectations, 4-H 785)

During the spring of 2010, Purdue University implemented a new vehicle use policy that applies to all university faculty, staff, students and volunteers. Any Vehicle driven while conducting University Business must be operated in a safe and courteous manner. Vehicles must be operated in compliance with all applicable laws and Purdue policies. This policy includes volunteers when working with 4-H Youth Development Programs.

All individuals who operate vehicles (including personal vehicles) on University Business are required to meet Minimum Driver Qualifications. Drivers will self-certify that they meet the minimum driver qualifications. Drivers who fail to adhere to this policy and its related procedures may be deemed not to qualify for Indemnification from the University, and may be subject to disciplinary action as deemed appropriate.

15 passenger vans, motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct University Business or for any other University purposes.

Reason for this policy:

The use of Vehicles is necessary to almost all programs and activities of Purdue University. Given the number of vehicles in use and the total miles driven, it is necessary to have policies in place to manage the risks associated with the use of vehicles. The University's primary concern is to avoid injuries and property damage to those affiliated directly with the university and the general public by promoting the safe operation of vehicles used for University Business or for any other University purposes. Accidents may cause injuries, fatalities, and property damage, and may also result in claims against the University arising from third party liability, property damage, worker's compensation injuries, and business interruption.

This document establishes University policy for operating any vehicle while conducting University Business or for any other University purposes. It defines the procedures that are in place to minimize the potential for accidents and losses, and serves as a guide to departments in managing those vehicles under their control.

Minimum Driver Qualifications:

1. Drivers must possess a valid US or Canadian driver's license with a classification appropriate to the type of vehicle being driven.
2. Drivers must be at least 18 years of age and have 1 year of licensed driving experience.
3. Drivers must have an acceptable driving record as defined in the chart below.

	ACCEPTABLE	CONDITIONAL	UNACCEPTABLE
Moving Violations	2 or fewer violations in the past 3 years	3 violations in the past 3 years	4 or more violations in the past 3 years
At-Fault Crashes	1 or fewer crashes in the past 3 years	2 crashes in the last 3 years	3 or more crashes in the past 3 years
Major offense			A single citation in the past 3 years for any of the following offenses: <ul style="list-style-type: none"> - Any alcohol or drug-related driving offenses - Refusal to submit to a blood alcohol test - Reckless driving - Leaving the scene of an accident - Any felony crime committed with a vehicle

Please refer to the Use of Vehicles for University Business policy for more information

Volunteer Name

Volunteer Signature

Date