

WSU Vancouver  
Motor Pool Vehicle Use Agreement

The undersigned agrees to the following terms and conditions as a prerequisite to using WSU Vancouver motor pool vehicles.

- I have a minimum of two years experience driving motor vehicles.
- I understand that I must possess a valid driver's license.
- I understand if two hours after the reservation start time, I have not picked up the vehicle or called to change the start time, the reservation will be cancelled and reassigned as needed.
- I understand that each time I use a motor pool vehicle I am obligated to accurately and completely fill out the vehicle mileage log located in the vehicle.
- I understand smoking is not permitted in any state vehicle.
- I agree to report to my director or supervisor by the next business day any time I have been notified my driver's license has been revoked, suspended, or otherwise determined to be invalid.
- I understand it is my sole obligation and responsibility to promptly pay any citations, tickets, or fines generated while operating a motor pool vehicle. Such costs are not a qualified, reimbursable obligation of my department.
- I understand disciplinary action may follow for inappropriate or unsafe use of motor pool vehicles.
- I have been made aware that accident information is located in the glove box of the motor pool vehicle I will be driving.
- I understand that to drive a University passenger van, I must be at least 21 years of age, have 5 years of driving experience, meet the minimum driving record standard and have read and signed off on the valid license and driving experience statement, and the safe practices acknowledgement statement.
- I understand the additional information about Washington State motor pool policies, including authorization, safe, and efficient operation of vehicles being used on official state business may be accessed on line at: [www.ofm.wa.gov/policy/12.20.htm](http://www.ofm.wa.gov/policy/12.20.htm).

\_\_\_\_\_  
WSU Vancouver Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
WSU Vancouver Driver's Printed Name

\_\_\_\_\_  
Department

**F o r O f f i c e U s e O n l y**

Driver License Checked – valid until \_\_\_\_\_

\_\_\_\_\_  
Motor Pool Representative

\_\_\_\_\_  
Date