

## COLBY MOTOR VEHICLE OPERATION REQUIREMENTS ACKNOWLEDGMENT

*The following operational requirements must be followed at all times when operating vehicles on Colby College business:*

- Abide by all the rules and regulations of the road, in accordance with the Maine Department of Motor Vehicles.
- Obey the posted speed limit.
- Wear seat belts at all times when operating equipped Colby motor vehicles.
- Keep all doors (cargo, tail and lift gates) closed at all times when the vehicle is moving.
- Remove and secure the keys when the vehicle is not occupied.
- When backing large motor vehicles with limited visibility, a passenger shall exit the vehicle and provide assistance for the operator. If the driver of the vehicle does not have a passenger who can perform this service, the driver must exit the vehicle and check the space before backing,

*The following actions are **never permitted** when operating a vehicle on Colby business:*

- Never operate a vehicle while under the influence of alcohol or drugs.
- Never operate a vehicle while taking medications that contain antihistamines or alcohol.
- Never operate a vehicle while wearing ear phones or other items that would prevent them from being able to hear horns, sirens or other vehicles that may be approaching.
- Never exceed the occupant capacity of the vehicle (number of seatbelts).
- Never operate a vehicle with a license that has been suspended, revoked or expired.
- Never sending or review text messages while moving. Students and employees transporting students may not use a mobile phone/device in any way while operating a vehicle.
- Never drive on grass, landscaping, sidewalks or other unapproved vehicle access lanes, streets, driveways or roads, and rights of way, unless it is specifically required to perform their jobs and there are no other means available to access the area.
- Never smoke while operating a vehicle on Colby business. Note: smoking is permitted in personal vehicles off campus.

*I agree to comply with the requirements listed on this form and the Fleet Safety Policy (available for full review on the Colby Safety Office webpage). Furthermore, I understand and acknowledge that Colby College requires any operator serving as a driver on official College business, whether in a College-owned or privately-owned vehicle, to comply with all laws and regulations for the operation of motor vehicles. I understand that I alone am responsible for any operating violation; I understand that Colby College will not defend or indemnify me against any charges, citations, fines, attorneys' fees or costs arising out of any alleged operating violation; and I understand that I could be subject to disciplinary action at Colby College for any operating violation.*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_