

**PRINCETON UNIVERSITY
DRIVING HISTORY QUESTIONNAIRE AND VEHICLE USAGE AGREEMENT**

Name _____ PUID _____

University Affiliation staff faculty student If student, class year _____

Date of Birth _____ Home Dept. _____ Group Driving for _____

Home Address _____ City _____ State _____ Zip _____

Driver License # _____ State/Prov _____ Expiration Date _____

Please provide a copy of current Driver's License

Is your license now revoked or suspended in NJ or any other State or Canada? Yes No

Have you driven at least 2000 miles in the past two years? Yes No

Vehicle(s) you will drive on University business: Car Van Truck Golf/Club Car CDL

Do you have any moving traffic violations or have you been involved in any vehicle accidents while driving any motor vehicles during the last 18 months? Yes No If "Yes", describe below:

<u>Date</u> (mm/yyyy)	<u>City/State</u>	<u>Description</u>	<u>Points on Record</u>
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I understand that I am required to notify my supervisor if my license is revoked or suspended for any reason.

I grant Princeton University the right to check my driving record with any government motor vehicle authority and I authorize Princeton University to access and evaluate my motor vehicle record.

I certify that all information provided above is correct and truthful and that I have read and understand the Vehicle Use Agreement, Regulations and Safety Guidelines and agree to comply with them.

I understand that any falsification of information or failure to comply with the mandatory regulations may result in removal of driving privileges and/or disciplinary action.

Applicant's signature

Date

For Public Safety Use Only

Approved _____ Disapproved _____ by _____

Reason for Disapproval _____

Online Test Date/Score _____ Road Test Passed _____ Failed _____

**PRINCETON UNIVERSITY
VEHICLE USE AGREEMENT, REGULATIONS AND SAFETY GUIDELINES**

AGREEMENT – All drivers agree to:

- Notify their supervisor if their driver's license is suspended or revoked for any reason.
- Report any accidents, damage or moving violations while driving a Princeton University owned or leased vehicle to their supervisor and/or the Departmental Fleet Representative.
- Report any accidents, damage or moving violations while driving their personal vehicle on Princeton University business.
- Operate vehicles according to Princeton University regulations and applicable state laws.
- Assume full responsibility for any fines/penalties resulting from traffic or parking violations arising out of the use of a vehicle while on Princeton University business.

REGULATIONS – All drivers understand that they *may not*:

- Drive a Princeton University owned or leased vehicle while under the influence of alcohol or drugs.
- Use a Princeton University owned or leased vehicle for personal business.
- Transport hitch-hikers or other unauthorized passengers.

SAFETY GUIDELINES – All drivers agree to:

- Avoid distractions. Use of a hand-held cell phone while driving is illegal in New Jersey. Pull the vehicle over to a safe area to use a cell phone, use a hands free device, or have a passenger operate cell phone.
- Ensure that the vehicle ignition is off and the vehicle is locked when unattended.
EXCEPTION: Maintenance Department vehicles in parking lot #12 during working hours.
- Drivers and all passengers are required to wear seat belts in University owned or leased vehicles.

EXCEPTION: Optional on campus under 25 mph and where frequent exit and entry is required. Seat belts must be worn on all public access roads such as Faculty Road.
- During long distance trips, drivers should rotate every two hours. No driver should drive more than 10 hours during a 24 hour period. If there are not enough drivers to rotate, an overnight stay should be planned. Avoid driving past midnight.
- Avoid conditions that lead to loss of control – driving while sleepy or inattentive, or driving too fast for road conditions. If weather is inclement, delay trip until conditions improve.