



## 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, Colby's Fleet Safety Policy, and in accordance with the Maine Department of Motor Vehicles to include but not limited to:
  - Wear seat belts at all times when operating equipped Colby motor vehicles.
  - Abide by all posted speed limits.
- Keep all doors (cargo, tail and lift gates) closed at all times when the vehicle is moving.
- Personal vehicles used for Colby business/programming must be fully insured to meet the State of Maine requirements. In the event of an accident or claim, the vehicle's owner and their insurance policy will be the primary insurance policy responsible for any related damages and costs.
- Personal vehicles must be in safe working order, and in addition meet all applicable state inspection requirements where the vehicle is registered and if applicable, must have a current inspection sticker on the vehicle.

*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 including 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 use a mobile phone/device in any way while operating a vehicle moving vehicle. Use of mobile phones is only permitted when the vehicle is safely stopped.
- 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:** \_\_\_\_\_