

BOWDOIN COLLEGE

Authorization to Drive (revised December 2006)

(The front and back of this form must be completed and turned in with the keys and clipboard)

- Fleet Vehicle
- 12-Passenger Rental Van
- 15-Passenger Rental Van**

Office Use Only:

_____ Fleet Van # or Rental Company
_____ Driver ID
_____ Faculty, staff, or student

I, _____, certify that my license _____ issued in _____
(Name of Driver) (License Number) (State of Issue)

which expires on _____ is valid, is not under suspension, and is not revoked.
(Expiration Date)

I, _____, certify that my license _____ issued in _____
(Name of Alternate Driver, if applicable) (License Number) (State of Issue)

which expires on _____ is valid, is not under suspension, and is not revoked.
(Expiration Date)

Passenger Names:

Note: All passengers must be listed on this form or on a separate attachment.

Trip Date(s): _____ Departure Time: _____ Return Time: _____ Approximate Mileage: _____

Destination and Purpose: _____

Project #: _____

Sponsoring Department/Organization: _____

Printed Name

*Signature of Authorizing Faculty or Staff Member Date

Printed Name

*Driver's Signature Date

Printed Name

*Alternate Driver's Signature Date

Printed Name

Signature of Individual Checking License Date

Printed Name

**15-Passenger Rental Van Authorizing Signature Date

AGREEMENT TO TERMS, CONDITIONS, RULES AND REGULATIONS

*** Driver, Alternate Driver, and Authorizing Individual have read and agree to abide by all terms, conditions, rules and regulations contained in the Bowdoin College Motor Vehicle Use Policy, dated August 2004, and on this form and certify that all information provided on this form is accurate.**

You agree to obey the following rules, regulations, terms and conditions for driving on College business in addition to the terms, conditions, rules and regulations contained in the Bowdoin College Motor Vehicle Use Policy, dated August 2004:

1. Drivers must abide by and enforce all rules, regulations, terms and conditions as outlined in the Bowdoin College Motor Vehicle Use Policy and must know and obey all applicable campus, local, state and federal traffic laws, regulations, and ordinances.
2. The driver is responsible for the proper use and operation of the Bowdoin College motor vehicle, including, but not limited to the use of safe driving techniques, principles, and practices at all times.
3. Drivers may not allow other passengers to operate the vehicle unless the passenger is listed as an alternate driver on the Authorization to Drive form or is on the List of Approved Drivers maintained by the Fleet Scheduler. Only those individuals affiliated with the College (i.e. faculty, staff, students, invited guests, or approved outside conference attendees) are to be transported in Bowdoin College motor vehicles.
4. Drivers are responsible for notifying the Fleet Scheduler immediately of any change in their driver's license status in any state or country. Any driver of college vehicles who has their right to operate suspended or revoked may not drive a College vehicle under any circumstances until their right to operate is reinstated. Drivers are personally responsible for traffic and parking violations. Drivers must immediately inform the Fleet Scheduler of violations received while using a Bowdoin College motor vehicle.
5. Drivers are responsible for immediately notifying local police in the city or town where an accident occurs and then notifying the College's Communications Center at 207-725-3314.
6. No hazardous cargo is permitted in Bowdoin College motor vehicles. Alcoholic beverages and/or illegal drugs may not be transported or consumed in College vehicles.
7. Drivers may not operate a College vehicle under the influence of alcohol or illegal drugs or while using a prescription medication that has any warning of any impairment, including without limitation, a warning for drowsiness or not to use when operating heavy machinery.
8. Before leaving the parking area or garage, drivers must do a "walk around" inspection of the vehicle and report any existing damage to the Communications Center or rental agency. Drivers must confirm that the following parts and components are in good working order: service brakes, parking brakes, steering mechanism, horn, windshield wipers/washers, rear-vision mirrors, lights/reflector devices, and tires/wheels.
9. Drivers are not authorized to operate a vehicle with anything on top of the vehicle or with anything protruding from a window or door, to push or tow any other vehicle or trailer, or to move equipment or property without written approval from the Director of Facilities Operations and Maintenance. Exceptions will be granted on a case-by-case basis to accommodate academic, athletic, and outdoor leadership center activities.
10. Drivers must turn the College vehicle off, remove the keys and lock the vehicle when it is left unattended.
11. Children under twelve (12) years old are not allowed as passengers in Bowdoin College motor vehicles unless approved in writing by the Director of Facilities Operations and Maintenance.
12. Smoking is not permitted in any Bowdoin College motor vehicle.
13. Animals, with the exception of trained service animals, are not allowed in College vehicles.
14. Drivers are responsible for returning vehicles in a clean condition. Vehicles that are left dirty will be cleaned and the department that last used the vehicle will be charged.
15. Drivers are expected to clear the vehicle of snow and ice prior to operating. Facilities Management does not warm up vehicles or clean them off. Drivers are also expected to plan enough time into their pre-trip schedule to allow for the inspection of the vehicle.
16. Drivers must return vehicles to the appropriate parking lot or rental agency. Following a trip with a fleet vehicle, drivers must submit a completed College Vehicle Trip Report along with any Wright Express fuel card receipts and the keys to the Communications Center.

College Vehicle Trip Report

Driver: _____ Driver ID# _____ Department _____

Was vehicle checked for damage before leaving Bowdoin College Parking Lot? (Circle one): Y N
Was a damage report filed as a result of this trip? (Circle one): Y N

Please indicate any damage(s) before or after the trip on the pictures and describe in the space provided.



Mileage at End of Trip _____

Mileage at Start of Trip _____ (Enter **Before** Starting Trip)

Total Miles Driven _____

Were gas and/or automobile supplies purchased? (Circle one) Y N

If yes, receipts must be attached to this report to avoid a charge to your department. Only gas or related supplies may be charged on the fuel card, other charges will be assessed to your department. Bowdoin College will no longer reimburse for fuel bought for the college vans. The 1-800 # on the back of the card must be called if there are any problems.

IMPORTANT: Please fill out above information and return form and clipboard to the Communications Center. (207-725-3314)