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**Agreement Terms**

I, the undersigned, hereby acknowledge the use of a company vehicle or personal vehicle on Church business. I understand that Church vehicles are to be used for Church business only and are not for personal use.

**Safe Vehicle Operation**

I understand that the primary responsibility for safely operating any vehicle lies with the individual driver and agree that this vehicle will be operated in a safe manner at all times. I agree to obey all traffic laws, signs, and signals. I agree to be responsible for all traffic and parking violations that occur while the vehicle is assigned to me and to report any violations to my supervisor.

**I agree to wear my seat belt** whenever the vehicle is in motion and will require all other occupants to do so.

I agree to not operate a vehicle when my ability to do so is impaired or affected by medication, illness, fatigue, or injury.

I agree to avoid **distracted driving** as outlined in the Church's Motor Vehicle Safety Guidelines in the *Safety, Health, and Environmental Manual*. Specifically, I understand that:

- **Drivers may not use any handheld electronic devices, such as cell phones, PDAs, or laptops, while operating a vehicle.**
- If allowed by law, cell phones operated with hands-free equipment may be used.
- Drivers should not eat, read, write, or groom while driving.

**I understand that only fully licensed drivers over the age of 18 are allowed to drive Church vehicles.**

I understand that I am required to maintain a current and valid driver's license. Further, I herewith grant the Church the right to investigate my Motor Vehicle Record (MVR) at any time. If my driving record is not satisfactory or if I am identified as a potential "high-risk driver" as defined by the Motor Vehicle Safety Guidelines, I understand that my record will be brought before the Vehicle Safety Board and I may be required to receive remedial training or lose my driving privileges.

I agree to attend any driver safety training as required by the Motor Vehicle Safety Guidelines or the Vehicle Safety Board.

**Reporting an Accident or Damage**

**I agree to report any Church vehicle or personal vehicle incident, damage, or traffic violation to management within 24 hours, no matter how slight.**

**Note: Failure to report damage to a Church vehicle or damage caused while operating a Church vehicle or personal vehicle on Church business may result in loss of driving privileges.**

**I understand that all incidents or vehicle damage will be investigated and reviewed by the Vehicle Safety Board and that "preventable" incidents could result in a loss of my driving privileges, as outlined in the Motor Vehicle Safety Guidelines.**

I understand that it is my responsibility to maintain the safe operating condition of this vehicle. If any change to this vehicle causes it to become unsafe, it is my responsibility to cease operation of this vehicle and notify my supervisor or the motor pool (or both) immediately.

I understand that I am not to modify a Church vehicle in any way without written permission. This specifically applies to the installation of hands-free phone systems, stereos, CB radios, speakers, and the like.

**Driver Accountability**

I understand that the articles of this agreement apply to me, regardless of who is operating this vehicle. I understand that I may authorize others to drive this vehicle only as allowed by the Motor Vehicle Safety Guidelines, motor pool policies, and other applicable Human Resource (HR) policies.

I have read and agree to the provisions of this Vehicle Use Agreement and the requirements of the Church's Motor Vehicle Safety Guidelines and HR policies regarding vehicle use.

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**Signature**

Signature

Date