



Cornell College

MOTOR VEHICLE USE POLICY 2016-17 DRIVER ACKNOWLEDGEMENT FORM

Before operating a vehicle for Cornell College business or activities, employees and students must use this form to certify that they are qualified to safely operate the vehicle. Employees will annually complete the Driver Acknowledgement Form and file it with the Administrative Assistant to the Vice President for Business Affairs and Treasurer. Students will annually complete the form and file it with the Assistant Dean of Students/Director of Student Life.

By signing this form, I certify that I am qualified to safely operate a vehicle for college business or activity. I specifically certify the following (please initial on each line):

_____ I have read and agree to follow Cornell College’s Motor Vehicle Use Policy.

_____ I have a valid license for operating a vehicle.

_____ I do not currently have more than 10 points on my driver’s license.

_____ I agree to use vision correction measures while operating the vehicle, if required by my driver’s license.

_____ I agree to report any ticket or warning that I receive while operating the vehicle on College business or activity.

_____ I have not had an “at fault” motor vehicle accident in the past year.

_____ I do not have pending charges, or a conviction within the past year, for any of the following offenses, and I agree to immediately notify my supervisor, Human Resources and the Administrative Assistant to the Vice President for Business Affairs and Treasurer (employees), or Assistant Dean of Students/Director of Student Life (students), should I be charged with one or more of these offenses:

- Driving While Intoxicated (OWI) – alcohol or drugs
- Leaving the Scene of an Accident
- Refusal to take a Chemical Test for Intoxication
- Aggressive Driving
- Exceeding the Speed Limit by more than 19 MPH

_____ I agree to notify my supervisor, Human Resources and the Administrative Assistant to the Vice President for Business Affairs and Treasurer (employees), or Assistant Dean of Students/Director of Student Life (students), of any changes involving the above initialed items before I operate a vehicle for College business or activity.

_____ I agree to notify my supervisor, Human Resources and the Administrative Assistant to the Vice President for Business Affairs and Treasurer (employees), or Assistant Dean of Students/Director of Student Life (students), immediately upon license suspension, revocation, or expiration.

Printed Name	Date
Signature	