

### **Government Vehicle Use and Safety Acknowledgement**

I certify that I have read and understand the policies and procedures relating to the use and safety of government vehicles. These policies and procedures are described in the document "Use of Government Owned Vehicles" (SOP 30-09), which includes the Appendix "Government Vehicle Use and Safety."

These policies and procedures include the following topics:

- Authorized Driver / Official Use / Damage Inspection
- Safe Operation / Unsafe Driving Practices
- Training
- Accident Reporting Procedures
- Sign Out / Parking/Returning Vehicles
- Re-Fueling / Mechanical Problems
- Clean Up / Administrative Points of Contact

I certify that I possess a valid State issued driver's license.

I understand that if I have questions on any of these topics or any other issues relating to the use of vehicles or accident/injury reporting, I should contact my supervisor/sponsor or the administrative office for guidance.

My signature on this document acknowledges my understanding that my failure to comply with any of the policies or procedures listed above or with the general safe operation of a government vehicle not otherwise specified may result in disciplinary action up to and including termination of employment.

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Print Driver Name

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Driver Signature

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Date

I authorize the individual named above to serve as an authorized driver for my division.

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Division Director Signature

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Date