

Rental Vehicle Policy – Driver Acknowledgment

Vehicles may be rented for organizational business in certain circumstances, such as:

- Out of town travel.
- Replacement vehicle for one that is being repaired.
- Transportation of guests.
- Special events.
- Unexpected shortage of transportation resources.

While operating a rental vehicle on organizational business, all requirements of the vehicle safety program apply. This includes the following:

- Must have a valid driver license, and meet the same MVR and accident criteria as all other drivers of organizational vehicles.
- Drivers must comply with all applicable state laws and regulations.
- Only authorized drivers may operate the vehicle (no family members or friends unless pre-approved by the organization).

NOTE: If the organization carries rental vehicle coverage, drivers may be directed to decline the optional coverage offered by the rental company.

I, _____, have read and understand the Rental Vehicle Policy established by _____. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

Driver Signature

Supervisor Signature

Date

Date