

EXTRA HELP/STUDENT/VOLUNTEER DRIVER GUIDELINES CHECKLIST

Extra Help/Student/Volunteer will review each item and discuss/review with Motor Pool Manager:

- _____ The Driver is responsible for all passengers in the vehicle.
- _____ If using more than one vehicle for an approved activity, the Driver will stay in view of the faculty, staff or administrator, either in front of or behind.
- _____ The Driver is prohibited from talking or texting on a cell phone while the vehicle is motion. If you must answer or make a call pull over in a safe place and stop the vehicle.
- _____ Seatbelts are to be worn by the driver and all passengers while vehicle is in motion or stopped due to traffic conditions.
- _____ Use of all tobacco products are prohibited in the vehicle.
- _____ All moving, parking or other violations are the responsibility of the Driver and issued fines are to be paid by the Driver. The College will not be responsible for any driver violations.
- _____ If the Driver has his/her driver's license suspended or revoked, they are ineligible to drive until such time the license has been reinstated and proof has been provided to Motor Pool Manager.
- _____ The National Transportation Safety Board has made it known that any sudden lane change or swerving in and out of traffic may cause 15 passenger vans to flip and roll.
- _____ Return the jack and tire to the vehicle should they be used.
- _____ All accidents are to be reported the local authorities, the BSC Director of Public Safety, and the Maintenance Department as described in the State Vehicle Accident/Incident Information form included in all travel packets.

Extra Help/Student/Volunteer Driver Signature

Date

- _____ Completed and submitted the Extra Help/Student/Volunteer Driver Request form containing the appropriate signature of faculty, staff or administration and a copy of a valid driver's license.

BSC Physical Plant/Motor Pool Representative

Date