

Hawai'i Pacific University

VEHICLE USE POLICY

Use of University vehicle(s) must be scheduled through the Physical Plant Office (Windward Campus) or Center for Student Life and First-Year Programs (Downtown Campus).

Use Priorities:

- Academic Support
- Scheduled Events (meetings, athletics, etc.)
- Staff Support
- Recreation

Driver must be listed on the approved driver's list. To be approved, the driver must be briefed and tested by the Director of Physical Plant or the Transportation Coordinator.

To qualify for driver certification the following documents and conditions are required prior to qualification/certification:

- A valid US drivers license
- A current "drivers abstract" (at driver's expense) from Hawaii or home state (abstract can be faxed to 808-236-5879)
- Driver must not have had a speeding or DUI arrest or citation within the last 12 months.

All request for vehicles must be in writing and signed by staff supervisor or faculty member.

Drivers will not exceed the posted speed limits and will obey other traffic laws while driving a University vehicle. If cited for speeding or other moving violations the driver will pay the fine and not be permitted to drive for the University.

Drivers will park only in authorized areas.

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VEHICLE REQUEST

***REPORT ALL ACCIDENTS IMMEDIATELY** to Transportation chief (236-5817), Campus Security (236-3515), or the director, Physical Plant (372-1865)

Type or print all information clearly. Illegible information will delay approval of your request.

Date: _____ Contact Phone #: _____

Requestor's Name: _____ Title/Position: _____

Date Vehicle Required: _____ Destination: _____

Time Vehicle Required Start: _____ End: _____

Driver's Name: _____ Number of Passengers: _____

Purpose of Request: _____ Senior/Responsible Person on Trip: _____

Requesting Department/Club: _____

Authorizing Signature (Director or Dean): _____ Print: _____

For Transportation and Security Use:

Driver Certification Verification: _____

Vehicle Number: _____ Odometer Out: _____ Odometer In: _____

Date/Time Out: _____ Date/Time In: _____

Driver please check before each trip:

Registration ____, No-Fault Insurance Card ____, Gas Cap/License Plate Secure: ____ Senior/Responsible Person Ensures Liability Form Signed by all Riders _____

Clean **ALL** debris prior to vehicle turn in: Driver's Initials: _____

Report Problems to Transportation: 236-5817, HLC Security 236-3515

Driver's Signature: _____ Date: _____

Driver's signature indicates that he/she has read and will comply with all provisions on this form (front and back).