Vehicle Driver Policy

The purpose of this policy is to outline various obligations drivers (excluding assigned administrative vehicle drivers) have when using University owned, leased or rented vehicles.

Note: All University Faculty, Staff, and Students will be asked to adhere to this policy when leasing a vehicle from the University’s Parking, Transportation, and Services Department.

Vehicle Driver Qualifications

Driver agrees that he/she will:

1. For University (owned or leased) Private Passenger Vehicles
   - Provide copy of driver license and, by completing and signing this policy statement AND Request for Driver Information, grant permission, for the University to perform, at its discretion, a motor vehicle registration check of my driving record. I acknowledge that my license has been in effect two years and during that two year period, I have driven at least 2000 miles.
   - Be at least 21 years old at the time of use of University vehicle.
   - File a travel itinerary if taking an out of town trip.
   - Use vehicle for official University purposes only. “Official purposes” does not include transportation of faculty, staff and students between his or her residence and the University, unless authorized by the faculty’s, staff’s, or student’s supervisor/sponsor. A copy of the written approval will be maintained by the Parking & Transportation Department.
   - Operate University vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances, and regulations, and use safe driving practices at all times. Vehicle driver assumes all responsibility for any and all fines or traffic violations associated with his/her use of University vehicle.
   - Inspect the vehicle before leaving the parking garage for safety concerns; i.e., check tires, wipers, lights, back up alarm (if applicable) and other safety equipment for observable defects. Report any defects immediately to the Motor Pool Department to determine if the vehicle is safe to operate.
   - Not drive under the influence of drugs or alcohol.
   - Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws and University policies. (The number of passengers shall not exceed the number of seatbelts.)
   - Not transport passengers who are not on University business, such as hitchhikers, family members or friends.
   - Not permit unauthorized individuals to drive any University vehicle.
   - Remove keys from the vehicle and lock all vehicle doors at all times when the vehicle is unattended.
   - Keep the vehicle interior free of debris and all windows clean.
   - Report any malfunctions or needed repairs to the Motor Pool Department or Parking and Transportation Department.
• Check engine fluid levels during each refueling.
• Not smoke in University vehicle.
• Be subject to applicable University disciplinary procedures for violation of University policy.
• Immediately report all vehicle accidents to:
  • On Campus:
    Campus Police ~ 412-624-2121
    Transportation Department ~ 412-624-8801 (24 hr. emergency line)
  • Off Campus:
    Local Law Enforcement Authorities ~ as appropriate
    Transportation Department ~ 412-624-8801 (24 hr. emergency line)

2. For Vans (Capable of carrying 6 to 12 passengers only)
   • Satisfy all Vehicle Driver Qualifications listed above in Section 1 and,
   • Show evidence of ability to drive a van by completing the University-approved van safety training course and reviewing the University’s Van Drivers Instruction booklet.

3. Motor Vehicle Registration Check (MVR)
   • All drivers must complete the attached “Request for Driver Information” form
   • Attach a photocopy of your current driver’s license

University Vehicle Driver’s Signature ___________________________ Date __________________

Driver’s Department/Organization ______________________________________________________

For Departmental use only:

University Driver’s Name (Print) ___________________________ Request Date ______________

Rental Dates ___________________________ Destination ___________________________

Department Submitting Request ______________________________________________________

Authorized Representative’s Signature ___________________________ Phone # ______________

Fax this signed sheet, the completed Request for Driver Information form and a copy of your driver’s license to 412-624-1817 for processing.
**REQUEST FOR DRIVER INFORMATION**

**PRINT OR TYPE ALL INFORMATION LEGIBLY**

SEE REVERSE FOR INSTRUCTIONS / INFORMATION

CHECK (✓) ONE ONLY:
- [ ] BASIC INFORMATION: $5.00 FEE (Driver history is not included)
- [ ] 3 YEAR DRIVER RECORD: $5.00 FEE
- [ ] 10 YEAR DRIVER RECORD: $5.00 FEE (Employment Purposes Only)
- [ ] CERTIFIED DRIVER RECORD: $10.00 FEE
- [ ] COPY OF DOCUMENT FROM FILE (MICROFILM): $5.00 FEE
- [ ] CERTIFIED COPY OF DOCUMENT FROM FILE: $10.00 FEE

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**A. REQUESTER INFORMATION**

<table>
<thead>
<tr>
<th>NAME/COMPANY</th>
<th>University of Pittsburgh of the Commonwealth System of Higher Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td>(PO Box not acceptable), need to provide physical location of business/residence</td>
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<tr>
<td>CITY</td>
<td>Pittsburgh</td>
</tr>
<tr>
<td>STATE ZIP CODE</td>
<td>PA 15260</td>
</tr>
<tr>
<td>DAYTIME TELEPHONE NUMBER (REQUIRED)</td>
<td>(412) 624-6670</td>
</tr>
<tr>
<td>RELATIONSHIP TO DRIVER (REQUIRED)</td>
<td>Employer/Educator</td>
</tr>
</tbody>
</table>

**SIGNATURE**

Yvonne M. Keafer

**NOTARIZATION** NOT REQUIRED WHEN REQUESTING YOUR OWN RECORD

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**B. END USER OF INFORMATION BEING REQUESTED**

<table>
<thead>
<tr>
<th>NAME/COMPANY</th>
<th>(Same as Requester)</th>
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<tbody>
<tr>
<td>ADDRESS</td>
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<td></td>
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<tr>
<td>RELATIONSHIP TO DRIVER (REQUIRED)</td>
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**D. AFFIDAVIT OF INTENDED USE**

Inlanded Use of the Information Requested: CHECK ONLY ONE

- [x] B = Driver Release (Driver has given written authorization to obtain his/her record.)
- [ ] C = Credit (In connection with a credit transaction involving the driver.)
- [ ] E = Employment (To support the hiring or the continuation of employment. Employer must have driver’s signed release on file.)
- [ ] R = Insurance Company requesting record of person it intends to insure, now insures, or has rejected for insurance.
- [ ] K = Court Order must be attached. (A subpoena issued in compliance with Pa. R.C. 4009.21 will be accepted in lieu of a court order.)
- [ ] L = Attorney representing driver identified in Section C (Driver has given written authorization to obtain his/her record.)

I hereby Certify that Yvonne Keafer

will use the driver record abstract(s) required pursuant to Section 6114 of the Pennsylvania Vehicle Code, for the purpose checked above only and no other reason. This affidavit is filed in compliance with Section 607 of the Fair Credit Reporting Act. I/we have read and signed this form after its completion, and I/we swear or affirm that the statements made herein are true and correct, and that any statement made on or pursuant to this form is subject to the penalties of 18 PA C.S. Section 4903(a)(2) (relating to false swearing), which shall include punishment of a fine not exceeding $5,000, or to a term of imprisonment of not more than two years, or both.

Yvonne M. Keafer

SIGNATURE OF REQUESTER

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**E. DRIVER RELEASE**

I __________________________ hereby request the Department of Transportation to furnish a copy of my PA Driver’s Record to Yvonne Keafer, University of Pittsburgh of the Commonwealth System of Higher Education.

Yvonne M. Keafer

SIGNATURE OF DRIVER

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**F. MICROFILM**

<table>
<thead>
<tr>
<th>TYPE OF DOCUMENT</th>
<th>DATE OF VIOLATION</th>
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<tbody>
<tr>
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</tbody>
</table>

(see list of available documents below)

Documents Available:
- Citations
- Court Certifications
- Applications
- License Renewals
- Judgments
- Suspension Credit Affidavits
- Suspension/Revocation Letters
- Restoration Letters
- Recall Letters
- Department Hearing or Exam Notice

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**NOTE**

SIGN IN PRESENCE OF NOTARY