

ACKNOWLEDGMENT OF RESPONSIBILITY FOR MOTOR POOL OPERATIONS

I, _____, have read the Motor Pool Policy and Procedures Manual and understand
(please print legibly)
fully that upon release of a county vehicle to me, I assume the following responsibilities:

1. To have in my possession at all times a **valid** Driver's license that covers the type of vehicle I will be operating.
2. To follow the driving laws, rules and regulations etc. of the state where the vehicle is being operated, and to obey all posted signs, traffic lights and law enforcement officer directions.
3. To observe commonly accepted rules of courtesy toward pedestrians and other drivers.
4. To familiarize myself with and abide by published "Berkeley County Motor Pool Policies and Procedures".
5. To report all accidents/property damage as defined by policies and guidelines (located in vehicle glove compartment) established by the Risk Management Office.
6. To perform an exterior/interior vehicle inspection to include checking all lights, brakes, windshield wipers and to insure that the vehicle registration, accident reporting guidelines and the insurance cards are in the glove compartment and other items as defined in the Travel Log Form.
7. To report all mechanical, physical, or other problems on the Motor Pool Travel Log Form.
8. To legally satisfy any traffic citations issued where the Motor Pool vehicle is involved, whether for standing or moving violations.
9. To properly care for the vehicle while it is in my custody and to lock the vehicle at all times while unoccupied.
10. To pay any traffic or parking fines incurred by me.
11. To insure that I, and all occupants of the vehicle under my operation, wear a seatbelt at all times while the vehicle is in operations.
12. To limit use of cell phone while vehicle is in operation (use "hands-free" system when available). **NO TEXTING.**
13. To insure there's **No Smoking** in vehicle at all times.
14. To permit only County employees or other persons on official County business to be transported in the vehicle.

Signature of Operator

Phone

Date

Driver's License Expiration Date

Director Signature

Director Name (Print)

Date

Department Name

Department Number

It is the responsibility of the Department Director to verify the current status of the above employee's eligibility (including a valid driver's license) to drive a County Motor Pool vehicle.