Luther College
Driver Application and Agreement

Name: ____________________________ SPO Date: ____________

Home Address ________________________________

Date of Birth ___________ Driver’s License No _______________________

State Issued ___________ Expiration Date _______________________

Department(s) driving for __________________ Supervisors/Coaches __________

Have you had a valid driver’s license for the last two consecutive years? Yes No
Has your license ever been suspended or revoked? Yes No
If yes, why? __________________________

Have you been previously certified to drive Luther’s full-sized vans? Yes No
Do you have experience driving in snow and icy conditions? Yes No
If yes, how many years? __________________________

Do you have a medical condition or are you taking any medications that would impair your driving? Yes No

Do you have personal auto insurance? Yes No
If so, are you classified as a high-risk driver? Yes No
Please explain: __________________________

Do you have personal medical insurance? Yes No
If yes, provide proof of medical insurance (students, spouses and non-staff only).

1. Eligible drivers for cars and mini-vans must (1) be at least 18 years old, (2) have a valid U.S. driver’s license, which has been in effect for at least two years, (3) complete a driver application annually, (4) not be classified a “high risk” driver as defined in the Vehicle Use Handbook, (5) provide proof of medical insurance (students, spouses and non-staff only).

2. First-time driver applicants must watch a defensive driving video located at http://facilities.luther.edu and return result page to Facilities Services.

3. International staff and students with a valid international driver’s license, which has been in effect for at least two years, must also complete a road test with Security.

4. Eligible drivers for full-sized vans, in addition to the above, must be at least 20 years old and complete a van safety orientation and road test with Security. However, if the driver can verify that he/she has previously driven a college full-sized van, the certification can be waived. Facilities Services will be responsible for arranging the training.

5. Safety belt use is required of drivers and all passengers in all college sedans and vans.

6. Texting is not permitted while driving a college vehicle; most states have enacted laws banning texting. If texting is necessary, stop the vehicle in a safe place.

7. Fleet vehicles should be used for authorized college business only.

8. Drivers shall not drive for more than 10 hours per day while taking the proper rest periods as necessary. If the driver(s) is not able to arrive at the destination before 2:00 a.m., arrangements must be made for an overnight stay. Driving all night is not permitted.

9. A list of drivers and passengers must be provided to Facilities Services for each trip. Only authorized passengers may be transported and Luther certified drivers are to be the only drivers of Luther vehicles.

10. Obey all traffic laws and use safe driving practices at all times. Drive the vehicle at speeds appropriate for road conditions, especially in winter driving.

11. Weather conditions should be monitored. Driving should be modified accordingly to the conditions, i.e., delay or cancel a trip as necessary.
12. The driver assumes all responsibility for fines related to any traffic violations with the use of a college-owned vehicle.

13. Drivers must be substance free while driving. The vehicle must be substance free at all times.

14. Immediately report all accidents to Security Services at 800-258-8437 or 563-387-2111. Luther College Safety and Security Services are staffed 24 hours per day, seven days a week. If drivers do not have access to personal cell phones, college phones will be provided for emergency use. Personal cell phone numbers will be requested when keys are picked up.

15. If drivers have an accident, follow procedures as set forth in the Vehicle Use Handbook. Do not discuss who is at fault with other persons at the scene. Law enforcement authorities and/or insurance claim adjusters will determine fault.

16. Drivers are expected to know and understand the information included in the Luther College Vehicle Use Handbook. The Vehicle Use Handbook is available for review on the Luther website at http://facilities.luther.edu.

17. The driver will return the college vehicle with the gas tank at least a 3/4 full, free of trash and in the same clean condition as checked out. If not, charges can be assessed to the responsible department. The driver will indicate any deficiency or defect on the provided mileage form.

I have been informed of the risks and know the safety procedures to follow that are inherent in this travel or driving activity. I have been told how to handle potentially dangerous situations and know the emergency procedures to follow during this travel and driving activity.

I certify that I have read the above vehicle procedures and safety rules. I will drive the Luther College vehicle observing all safe driving rules stated above and in the Vehicle Use Handbook and comply with all college procedures and policies. I understand that any violation of any part of this agreement may result in the suspension of my Luther College Fleet driving privileges. I authorize Luther College to order a Department of Motor Vehicle Report of my driving record.

I certify that I have personal medical coverage and agree to use my personal insurance as a primary medical coverage if an accident or injury occurs. In consideration of being allowed to participate in Luther College driver activity, I hereby release, hold harmless and forever discharge the Board of Regents and Luther College along with all other auxiliary organizations of Luther College and each and every officer, agent and employee of each of the above referenced entities from all claims, causes of action, or demands of every kind which I may have in the future against any of them by reason of any injury to person or property, or death in connection with my participation in any Luther College driver activity. Further, I agree to indemnify each and every one of them for liability arising solely from my tortuous acts or omissions, and I assume the risk of traveling to and from the site of the activity.

I have read this release and understand the terms used in it and their legal significance. This release is freely and voluntarily given with the understanding that rights to legal recourse against Luther College, the Board of Regents, and all other auxiliary organizations of Luther College are knowingly given up in return for allowing my participation in the travel activity.

Furthermore, I certify that all information provided on this form is true and complete to the best of my knowledge.

__________________________________________  ___________________________
Signature                                                                 Date