



Instructions: Please print, complete, and provide a copy of your current driver's license to your local Human Resources staff person.

**DIAKON LUTHERAN SOCIAL MINISTRIES
MOTOR VEHICLE AGREEMENT AND GUIDELINES**

To be authorized to operate a vehicle owned or leased by Diakon Lutheran Social Ministries or to use a personal vehicle to transport agency clients, you must agree to the following:

- 1. I will operate only those agency vehicles which I am trained and licensed to operate and which I am authorized by Diakon to operate;*
- 2. I will report any defects and will not operate the vehicle if its condition makes it unsafe to do so (e.g. head or taillight not functioning, warning light on, etc);*
- 3. I will use seat belts at all times I am operating the vehicle and will require all passengers to use them;*
- 4. I will not operate the vehicle when I am fatigued, under the influence of alcohol and/or any controlled substance;*
- 5. I will obey the laws of the state(s) in which I operate the vehicle and will abide by the policies of Diakon concerning the operation of vehicles;*
- 6. I will not smoke or allow others to smoke in the vehicle at any time pursuant to Diakon's "Tobacco-Free/No Smoking Workplace" policy (HR-247)*
- 7. I will not operate the vehicle when weather or road conditions are unsafe or hazardous; and*
- 8. if I have been provided with an agency-owned or -leased vehicle, I will not allow any other individual to operate it. I understand that my adult spouse and/or my adult child over the age of 21 may operate my agency-owned or -leased vehicle on an incidental basis ONLY if I have provided his/her name(s) below, attached a copy of his/her driver's license(s) and he/she has also signed this Agreement.*
- 9. I agree to maintain the agency vehicle entrusted to my care and which I am authorized to operate. This includes, but is not limited to, routine oil changes, tire rotation, minor maintenance and repairs, glass repairs and/or replacements, tune ups and other services required to safely operate and utilize an agency vehicle.*

I understand these driving guidelines and hereby agree to abide by such guidelines when operating the agency vehicle assigned to me. I understand that violation of these guidelines may result in revocation of my right to operate agency vehicles or to transport agency clients in my personal vehicle.

In addition, I hereby give Diakon Lutheran Social Ministries permission to obtain a Motor Vehicle Report for me, and I release all claims against Diakon and the provider of the report with respect to use of the Motor Vehicle Report.

_____ Driver's name (please print)	_____ Program/Facility Site	_____ Birthdate
_____ License number/state	_____ Driver's signature	_____ Date

If applicable:

_____ Additional driver's name (please print)	_____ Relationship	_____ Birthdate
_____ License number/state	_____ Driver's signature	_____ Date

Please attach copy of valid driver's license(s). If you are using a personal vehicle to transport clients, you must also attach a copy of a certificate of insurance or declaration page of your current insurance policy.