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# MOTOR VEHICLE USE PROGRAM DRIVER SELF REPORTING NOTIFICATION

Employees are to use this form to notify their supervisor & Risk Management of activities that may affect their eligibility to operate a motor vehicle for state business. A new MVR will be run and you will be notified if your driving status changes due to points or other reasons.

Employee Information			
Employee Name		Employee ID	
Work Unit		Frequency of driving on state business <input type="checkbox"/> Weekly or more often <input type="checkbox"/> Infrequently	
Reported Activity (Select all that apply)			
<input type="checkbox"/> I received a traffic citation while driving on		<input type="checkbox"/> State business <input type="checkbox"/> Personal business	
Date Received			
Charge			
<input type="checkbox"/> I was involved in an on-the-job accident while driving on		<input type="checkbox"/> State business <input type="checkbox"/> Personal business	
Date of accident			
Any injuries?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any property damage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> My driver's license has been (select one)			
<input type="checkbox"/> Suspended <input type="checkbox"/> Revoked <input type="checkbox"/> Expired	Date of Action		
<input type="checkbox"/> I was charged with the following (select all that apply)			
<input type="checkbox"/> Driving Under the Influence <input type="checkbox"/> Driving While Intoxicated <input type="checkbox"/> Leaving the Scene of an Accident <input type="checkbox"/> Refusal to take a Chemical Test for Intoxication <input type="checkbox"/> Aggressive Driving* <input type="checkbox"/> Exceeding the Speed Limit by more than 19 mph*		Date of Charge _____	

I understand that this notification may affect my eligibility to drive on state business. I may be required to view a driver safety video and successfully complete a defensive driving course, and I may be subject to other appropriate action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## MOTOR VEHICLE USE PROGRAM DRIVER SAFETY TIPS

- ✓ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ✓ **Drivers License** - Employees who drive state or privately owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person.
- ✓ **Insurance** - Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested that all employees driving on state business have a copy of the state's insurance card and present that to the police in the event of an accident.
- ✓ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** - Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass under obstructions such as under/over passes along the intended route before placing the vehicle in motion.
- ✓ **Electronic Devices** – The use, operation and manipulation of electronic devices such as cellular phones, Blackberries, or PDAs, by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
- ✓ **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back. Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
- ✓ **Intersections** – When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ✓ **Weather Related Hazards** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- ✓ **Passing** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ✓ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied.
- ✓ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.