

NORTHWEST UNIVERSITY
DRIVER RESPONSIBILITY, GUIDELINES, RULES AND REGULATIONS

ACCOUNT #: _____ **MILEAGE:** _____
VAN # _____ **ASSIGNED TO:** _____ **Ending Mileage:** _____
DATE(S) RESERVED: _____ **Starting Mileage:** _____
Time to Leave: _____ **Time to Return:** _____ **TOTAL MILEAGE:** _____
Destination: _____ **RETURN TIME:** _____

THE DRIVER IS SOLELY RESPONSIBLE FOR THIS VEHICLE AND CANNOT ALLOW ANYONE ELSE TO DRIVE said vehicle while it is checked out under driver's name. The ONLY EXCEPTION is the co-driver.

For your protection, please read and follow instructions carefully.

1. **Fill out Mileage: STARTING and ENDING**
2. **RETURN THE VAN CLEAN** with belongings removed from van. **\$50 minimum will be charged.**
3. **Return the van with ¾ of a tank of gas, \$50 charge if less than ¾ of a tank.**
4. **RETURN VAN TO THE VAN PARKING. PUT THE KEYS, CREDIT CARDS, AND ALL PAPERWORK IN THE DROP IN MAIL SLOT ON THE MAINTENANCE BUILDING OR MAINTENANCE MAILBOX.**
5. **ALL CITATIONS AND PARKING TICKETS ARE THE RESPONSIBILITY OF THE DRIVER.**
6. **USE AND REQUIRE ALL PASSENGERS TO USE SEAT BELTS AT ALL TIMES.**
7. **RETURN THE VAN ON TIME.** Other groups may have it reserved. Call if there is a delay in returning on time, 425-889-5274, and leave a message. **If the van is not returned on time, there will be a \$100 fine.**
8. **REPORT ANY PROBLEMS** in the performance of the vehicle to the Maintenance Department.
9. **NO PETS ALLOWED IN THE UNIVERSITY VANS OR TRUCKS.**
10. Rotate Northwest University approved drivers *every four hours*; take rest stops every two hours.
11. Check the engine oil at each gas fill-up.
12. In the event of an accident, please fill out a **DRIVER'S and PASSENGERS' ACCIDENT REPORT** form.
13. **REPAIR FOR UNNECESSARY DAMAGE WILL BE CHARGED TO THE DEPARTMENT OF THE GROUP OPERATING THE VEHICLE AT THE TIME OF THE DAMAGE.**

DRIVER'S ACKNOWLEDGEMENT

I _____ (the driver), have read, understand, and hereby agree to the above rules and regulations while operating this vehicle.
SIGNATURE OF DRIVER _____ DATE _____

CO-DRIVER'S ACKNOWLEDGEMENT

I _____ (the co-driver), have read, understand, and hereby agree to the above rules and regulations while operating this vehicle.
SIGNATURE OF CO-DRIVER _____ DATE _____

FUEL CARDS ISSUED

Shell: _____ Chevron: _____