

Designated Driver Agreement Form

For Drivers of University of Otago

Department of Vehicles



The driving of University vehicles is **INHERENTLY RISKY**. This agreement seeks to minimise the risks for passengers and drivers travelling in University vehicles. The following vehicle procedures **MUST** be followed by all drivers:

- **PRIOR TO STARTING THE VEHICLE**, a visual check of the outside of the vehicle should be completed. This procedure will include ensuring all lights including indicators are functional, a tyre check and that trailer hitches and loads are effectively secured. Check the availability of snow chains if they are likely to be required
- Report any faults found to the person responsible for vehicle maintenance **PRIOR** to departure.
- All persons within a moving vehicle will wear seatbelts. Fines for violation will be the responsibility of the driver of the vehicle.
- All speed limits and motor vehicle laws will be complied with. Fines for violation will be the responsibility of the driver of the vehicle.
- Drivers will take rest stops at regular intervals, and when necessary rotate driving responsibilities.
- Extra precautions will be taken in special situations, such as off-road conditions, non-sealed roads, when passing other vehicles, during steep downhill gradients, during winter to allow for icy roads, when towing trailers and on back country roads requiring reduced speeds and/or winter chains.
- In the event of a vehicle accident or incident, the procedure outlined on the reverse of this sheet will be followed. An accident or incident shall require the completion of an Accident/Incident Report Form.
- Smoking is not permitted in departmental vehicles at any time.
- **NOTE: NO INSURANCE COVER EXISTS for accidents where a driver is influenced by recreational drugs and/or alcohol. Driving under the influence of drugs and/or alcohol deems the driver 100% responsible for all damages caused.**

I hereby accept the responsibilities of acting as a designated driver, having read the above points and agreeing to abide by them.

I have a current driver's licence and with all correct classes and necessary endorsements.

I further agree to use the vehicle Fleetcard solely for vehicle related costs and **NOT** for the purchase of personal items.

NAME:..... **SIGNATURE:**.....

DATE:.....