

University of Nebraska at Omaha

12 Passenger Van

Vehicle Use Agreement

Prior to making a trip, any driver of 12 passenger vans transporting passengers for University sponsored travel must complete the Large Van Safety training program and initial and sign this form. A copy of the Large Passenger Van policy can be found on the Environmental Health and Safety (EHS) website, under safety policies. Training is provided through Blackboard. To get registered for the Blackboard course call 554-2239.

Supervisor Responsibilities

1. Drivers License - Confirm that the driver has a valid driver's license. Submit the name, state of issuance and drivers license number to EHS 15 days prior to the trip. EHS will request a driving record from the Department of Motor Vehicles.
2. Training - Ensure that the driver has completed the Large Passenger Van Training one week prior to the first trip.
3. This agreement - Assure that this form is completed and returned to EHS one week prior to the trip.

Driver Responsibilities

- _____ I have a valid driver's license and I am at least 20 years old
- _____ I have successfully completed and passed the Large Passenger Van Training
- _____ I will notify my supervisor if my driver's license status changes between my scheduled trip and the DMV record check
- _____ I will assure that all driver's and passengers wear seat belts
- _____ I will check tire pressure of the vehicles before and periodically during the trip
- _____ I will follow all the other rules as outlined in the Large Passenger Van policy

Supervisor's Name print _____ Department _____

Supervisor's signature _____ Phone # _____

Driver's Name print _____ Date: _____

Driver's signature _____ Phone # _____