



DRIVER AGREEMENT (Rev. 11-27-13)

This Policy Applies To:

- Vehicles owned, leased, or rented to Haskell Corporation
- Personally owned vehicles driven by employees on behalf of Haskell Corporation

Driver agrees to:

- Complete and sign this Vehicle Use Agreement (VUA) and consent form for Motor Vehicle Records checks.
- Have a valid driver's license in their possession at all times. Your supervisor must be notified of any change in your license status or driving record. This includes all accidents and moving violations.
- Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws.
- Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
- Always remove expensive items, the keys and lock the vehicle when unattended.
- Never transport unauthorized passengers or cargo.
- Never allow an unauthorized person to drive the vehicle.
- Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
- Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
- Participate in any required driver safety training.
- Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players, **cell phone use, texting, emailing** or other distracting activities while driving.
- Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving a company vehicle.
- Be familiar with accident instructions located in glove box.

Personal Vehicles Driven On Behalf of Haskell Corporation

- Your Personal Auto Liability insurance is the primary payer. Haskell Corporation's insurance is excess of your coverage.
- Haskell Corporation is not responsible for any damage to your vehicle. You must carry your own collision and comprehensive insurance coverage, if appropriate.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines.

I AUTHORIZE THE (HASKELL CORPORATION) TO OBTAIN MY MOTOR VEHICLE RECORD(MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED NOT LESS THAN ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USEAGREEMENT. SHOULD YOUR RECORD FALL INTO OUR INSURANCE CARRIER'S GUIDELINES FOR "UNACCEPTABLE DRIVER", YOUR DRIVING PRIVILEGES MAY BE REVOKED AND/OR EMPLOYMENT TERMINATED.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform (Haskell Corporation) in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, DUI, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving (Haskell Corporation) vehicles.

I understand that only Haskell employees are authorized to drive company vehicles and that personal use of a Haskell Corporation vehicle is prohibited.

Signature

Print Name

Date