



Vehicle Use Agreement Battelle Memorial Institute

Please return completed forms to: Battelle ARO Project Manager

Today's Date: ____/____/____ Vehicle Return Date: ____/____/____

Driver's Name: _____

Company/Institution: _____

Cell Phone: _____ Office Phone: _____

Driver's License Number: _____ Issuing State: _____

Class: _____ Expires: _____

Driver's Legal Address: _____

City: _____ State: _____ Zip: _____ Email: _____

INSTRUCTIONS AND CONDITIONS OF OPERATION

- All drivers must have a current, valid driver's license.
- Drivers must confirm that they have no driving license revocations, restrictions or suspensions within the last 5 years.
- Drivers must abide by all applicable state and local vehicle operation laws while driving.
- Drinking alcohol and/or illegal drug use while driving is strictly prohibited.
- Drivers may not use cell phones, in any manner, while operating NSF-owned or leased vehicles.
- Battelle provided vehicles are for approved, official NSF project use only. Personal use of NSF-owned or leased vehicles is strictly prohibited.
- Mechanical failures: drivers must report any mechanical failures, within 24 hours of occurrence, to Battelle ARO's Project Management team and the leasing company (if rental vehicle).
- Traffic violations: serious or major traffic violations must be reported to Battelle ARO's Project Management team within 24 hours of occurrence.
- Accidents or incidents: must be reported immediately to Battelle ARO's Project Management team and the leasing company (if leased vehicle). Battelle's PM team must also report the incident to Battelle's Risk Management office (614) 424-4197 or gomorij@battelle.org. Any

accident involving other vehicles, persons, or property MUST also be reported immediately to the appropriate police department (in Alaska this is the Alaska State Police at 911).

SAFE OPERATIONS:

Safe vehicle operations are of foremost concern to NSF and Battelle. Drivers must operate vehicles in a safe and responsible way. Vehicles are provided for NSF official work only, not for home-to work-transport, personal use, or recreation. Battelle may suspend or cancel driving privileges, in its sole discretion, for any of the following reasons:

- Operating the vehicle in an unsafe manner.
- Excessive speed considering road or weather conditions, whether or not this results in an incident or accident.
- Taking the vehicle to prohibited or restricted locations.
- Any use of vehicle which has been restricted or prohibited by Battelle.
- Failing to take appropriate actions in inclement weather which endanger the driver, passengers, others, or the vehicle.
- An accident, serious violation or major violation while driving any motor vehicle.

The cancellation of driving privileges may lead to a lifetime ban on the use of NSF vehicles.

Battelle takes no responsibility for the items or belongings left or forgotten in the issued vehicle. Driver should check the inside of the vehicle carefully before returning the vehicle.

Only the driver listed on this Vehicle Use Agreement is permitted to drive the issued vehicle. Additional drivers shall complete and return a separate Vehicle Use Agreement.

The undersigned hereby acknowledges reading and understanding this Vehicle Use Agreement in its entirety, and that the vehicle issued pursuant to this Vehicle Use Agreement shall only be used in accordance with NSF and Battelle policies.

The signature below indicates acceptance of all terms and conditions of this Vehicle Use Agreement.

Signature: _____ Date: _____

Print Name: _____

Prior to departure, please complete a 360 degree walk-around of the vehicle and list any concerns or damages below.