

BENNINGTON COLLEGE

College Driver Policy

It is the responsibility of each "College driver" (defined as a person who operates a College-owned vehicle, or a leased vehicle used for College business) to observe and obey all State, local, and College motor vehicle laws and regulations.

The College maintains and periodically furnishes to its insurance carrier a list of College drivers. The attached list of position titles (and subsequent employee/incumbent names) is included/ covered under this policy; however, the list may be modified at any time without notice if an additional driver will be operating a College-owned or leased vehicle.

A College driver must maintain a valid driver's license to be permitted to operate a College-owned or leased vehicle and must report any license suspension or revocation to his or her immediate supervisor immediately upon receiving such notification. A College driver is subject to initial and periodic Department of Motor Vehicle record checks and is required to sign any document which may be required to release such information to the College. The College will determine in its sole discretion whether a College driver will be permitted to continue to drive a College-owned or leased vehicle in situations where the driver's license has not been suspended or revoked.

A College driver shall report all events pertaining to driving the College-owned or leased vehicle (including, but not limited to, traffic and parking violations, and vehicle equipment malfunction/maintenance problems) to his/her immediate supervisor as soon as possible.

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Motor Vehicle Record Check Consent Form

I, _____ (*print name*), authorize Bennington College to verify my driving record. I understand that the College may periodically check my driving record with the Vermont Department of Motor Vehicles or similar agency in any state and that, as a condition of employment, student employment or volunteer status, I am required to execute whatever documents may be necessary to facilitate such check in any state in which I am licensed to drive.

I further understand that I must immediately notify the College if my license is suspended or revoked at any time during my employment, student employment or volunteer assignment.

Driver Name (printed)

Driver Signature

Date