



Syracuse City Corporation VEHICLE USE AGREEMENT

Instructions

All Syracuse City employees who may, in the course of their employment, operate a City vehicle or drive a personal vehicle while on City business must complete this form. Once completed, the form should be returned to the employee's immediate supervisor who will then forward it to the Syracuse City Human Resources Department. If any information provided on this form should change, it is the driver's (employee's) responsibility to complete a new form.

Agreement Type

Original – date completed: _____

Updated – effective date: _____

Driver (Employee) Information

Name: _____ Employee Number: _____

Department: _____ Job Title: _____

Supervisor: _____ Date of Hire: _____

Drivers License (DL) Number: _____ State Issuing DL: _____

Drivers License Endorsements: _____

Drivers Date of Birth (mm/dd/yyyy): _____ Social Security Number: _____

Employee Agreement:

1. I acknowledge that I have received and read a copy of Syracuse City's policy regarding vehicle use (Chapter 18 of the Syracuse City Personnel Policy and Procedures Manual).
2. I understand the contents and agree to comply with these policies. Failure to comply will be considered a violation of City policy.
3. As a condition of driving on City business, I agree to a regular check of my driving record (only applicable to employee's who will be assigned a City vehicle)
4. I further agree to immediately inform my supervisor and the Human Resources Director of any negative changes in the status of my driving record. I will also inform them in writing whenever I become disqualified to drive under the City's Vehicle Use, DOT, or Non-DOT policies. Changes include, but are not limited to, DUI citation, license revocation, license restriction, or license suspension. Failure to report such changes may result in the revocation of the privilege of driving on City business.

Driver's Signature: _____ Date: _____

Supervisors Signature: _____ Date: _____

Authorization: Approved Denied

HR Director Signature: _____ Date: _____