



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Driver Responsibility Acknowledgement Form

Following safety standards as outlined in SRPMIC Policy 1-7, Driver Responsibility and Accountability it is the responsibility of all employees that drive Community Government Vehicles or their own private vehicle to perform Community business to abide by safe and proper driving practices.

This form outlines requirements and safety procedures to be aware of and follow while driving a Community owned vehicle or an authorized personal vehicle on official Community Business (Driving Employees). One-time Only or Occasional Driver must submit request to HR for a Motor Vehicle Records check or have a current one on file with HR to verify having a valid Arizona State driver's license. Driving Employees shall do the following:

1. Possess a valid Arizona State driver's license with no suspension, denials, revocation, or interlock device requirements
2. Notify supervisor immediately of driver license status changes such suspensions, revocations, denials, interlock device requirement, etc.
3. Must inspect vehicle prior to use to ensure vehicle is safe to drive.
4. Must wear a seatbelt at all times and ensure all passengers do the same.
5. Comply with all applicable Community, state and local traffic laws, regulations, and departmental safety policies and procedures.
6. Adhere to no texting or emailing while driving at any time.
7. No smoking, vaping or use of tobacco products in Community vehicles at any time.
8. Must use good judgment focusing on driving safely and avoiding behaviors that could result in distracted driving.
9. Must not drive while impaired and/or taking medication that may impair ability to safely operate a moving vehicle.
10. Must drive reasonably at all times and take proper driving precautions during inclement weather.
11. Driver will be held personally responsible and liable for any traffic or other citations while driving a Community-owned vehicle or their owned vehicle on Community business.
12. Supervisor must be notified within 24 hours of receiving any citations issued while driving a Community-owned vehicle.
13. Accidents while driving Community-owned vehicle or private vehicle on Community business should be reported immediately to supervisor and required reporting procedures followed in Policy 1-5, Accident Reporting.

Your signature below acknowledges that you have read and understand the required standards.

Employee Signature: _____ Date: _____