

NORTHERN KENTUCKY UNIVERSITY

Receipt for Vehicle Utilization Policies and Procedures

My signature below confirms that I have read the Vehicle Utilization Policies and Procedures revised 1/15. I have been made aware that a copy of the Vehicle Utilization Policies and Procedures is kept in the metal Trip Ticket book issued with NKU fleet vehicles.

My signature confirms that I fully understand that it is my responsibility to thoroughly familiarize myself with these policies and procedures and ensure my compliance with them.

I understand that failure on my part to comply with these policies and procedures may result in revocation of my NKU fleet vehicle driving privileges. I understand I may also be liable for damages and civil or legal actions resulting from misuse of NKU fleet vehicles.

Name of Driver (Please print legibly)

Signature of Driver

Date

Note: Mail original to Operations & Maintenance, MA 100, and retain copy for departmental files