



NRAO Department of Environmental Safety & Security Vehicle Use Agreement Form

Agreement between NRAO and the individual named below hereinafter referred to as the Operator, for the use of an NRAO vehicle for business use. **An NRAO vehicle is allowed for use under the following conditions:**

1. Any Operator of an NRAO vehicle shall at all times be properly licensed to drive in any jurisdiction in which the vehicle is operated. Additionally, the Operator shall notify NRAO immediately if he (she) is convicted of or pleads guilty or no contest to a charge of driving under the influence, driving while intoxicated, or a similar offense or loses his or her driving privileges, whether permanently or temporarily, for any reason.
2. Any Operator of an NRAO vehicle shall at all times follow safe driving practices and NRAO internal regulations. It is policy that the Operator and all passengers in NRAO vehicles shall use all available passenger restraints at all times when the vehicle is in motion.
3. NRAO will pay all operating expenses such as registration, insurance, excise tax, inspection fees, gasoline, oil, maintenance, washing and repairs. Parking and toll charges shall be reimbursed when such charges are incurred while driving on business for the Observatory.
4. The vehicle shall at all times be operated and maintained according to the Observatory standards. All mechanical and accidental physical damages shall be promptly reported to the Business Office.
5. The Operator shall assume full responsibility for any traffic and parking violations arising out of the use of the NRAO vehicle. If NRAO should be required to pay any fine relating to traffic and parking violations, the Operator shall reimburse NRAO within 30 days of written notice regardless of whether or not the Operator's employment has been terminated by the Observatory.
6. The Operator shall report all accidents and damages involving the vehicle to the local police of the jurisdiction in which the accident or damage occurred and to ES&S. The Operator shall also comply with any other notification requirements that may apply.
7. Carrying passengers for compensation or other consideration, except as part of an NRAO-approved vehicle-pooling or ride-sharing arrangement, is prohibited.
8. NRAO may regularly obtain an official report of the Operator's motor vehicle record of Designated Drivers for purposes of validating license information and history of motor vehicle driving violations.

I understand and agree to comply with the above conditions for my use of an NRAO vehicle. I understand the rules outlined herein and agree to abide by them.

AUTHORIZED DRIVER	AUTHORIZED BY BUSINESS DIRECTOR
Name:	Signature:
Date:	Date:

Return the Completed Form to: ES&S Site Safety Division
Copy to: NRAO ES&S Admin Support – Diana Torres: dltorres@nrao.edu