



UNIVERSITY OF  
SAN FRANCISCO

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### Authorized Driver / Key Fob Agreement Form

In consideration of the University of San Francisco's policies and regulations to operate a University-owned vehicle, I comply with the following terms and conditions:

- ❖ As a driver of a University-owned vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. I will comply with all applicable regulations.
- ❖ I must have a valid driver's license for the type of vehicle to be operated and keep any necessary licenses with me at all times while driving.
- ❖ I understand that the University will periodically review my Motor Vehicle Record from the DMV.
- ❖ I understand that monthly speeding reports will be evaluated by University leadership and Risk Management to encourage and ensure safe driving. Unsafe driving may result in a warning/s. Excessive warnings may result in driving privileges being revoked.
- ❖ **Anyone driving over 90 mph and over will have their driving privileges immediately revoked.**
- ❖ **I will not allow any other individual to use my University-issued key fob and recognize doing so will result in revoking my rights and privileges to drive University-owned vehicles.**
- ❖ **I understand if my University-issued key fob is misplaced, lost, or stolen, this will result in a fee of \$5 to replace it with a new fob.**

Department:

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Print Name:

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Employee's Signature:

Date:

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