

Idaho Division of Human Resources
Executive Branch Statewide Policy
Section 17: Safe Driving
Vehicle Usage Acknowledgement

Employee Name: _____

Agency: _____

Supervisor: _____

The State of Idaho expects all employees who operate a state vehicle, rental vehicle, rented through the statewide contract, or operate a personal vehicle for the purpose of conducting state business agree to and adhere to the following.

I certify:

- I am a current employee of the State of Idaho.
- I have a driver’s license that is valid in the United States.
- I will operate the vehicle in accordance with state policies and procedures and will observe all applicable traffic laws, ordinances, and regulations.
- I will wear my seat belt and require all passengers to do the same in accordance with state law.
- I will not exceed the speed limit or drive the vehicle at speeds that are unsafe for road conditions unless I have a business reason for doing so.
- I will be responsible for all traffic violations and fines resulting from my use of the vehicle.
- I will immediately report all accidents, property damage, or personal injury to law enforcement, my supervisor, and the human resources department.
- I will not permit any unauthorized passengers in a state vehicle unless prior approval has been given by the appointing authority.
- I will not permit any unauthorized individuals to drive a state vehicle.
- I will not use a cell phone while driving unless I am authorized to do so by state law.¹
- I will remove ice, snow, and any debris that may impede my field of vision.
- I will not drive a state vehicle “off road” unless it is designed and intended for that use, and/or I have a business reason for doing so.
- I will not operate the vehicle if my ability to do so safely is impaired in any way.
- I will not transport open alcohol in the vehicle, unless I am authorized to do so by state law.²
- I will not smoke or vape inside of the vehicle.

By signing below, I certify that I have read and understand the State of Idaho’s Safe Driving Policy and agree to adhere to the above requirements.

Signature of Employee

Date

¹ The “authorized to do so by state law” language is intended for law enforcement agencies only.

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