

Sample *Driver Requirements/Statement/Acknowledgements*

If driving is a requirement of your position, you must meet all requirements and qualifications at all times. Failure to comply with these requirements may result in loss of driving privileges for work purposes and may additionally result in job reassignment or termination of employment.

Employee Requirements/Qualifications:

[These stated requirements/qualifications can be altered to match with your organizations established policies and procedures as it relates to drivers of personal or agency vehicles.]

1. The Employee must have a valid Colorado Driver's with the proper classification and endorsements at the time of hire, or minimally within 30 days of employment.
2. The Employee must meet all driver eligibility requirements. ***[This is related to your organizations MVR policies and procedures.]***
3. The Employee must have a motor vehicle, if one is required as part of your employment.
4. The Employee must have proof of auto insurance with the verification of correct insurance company classification, if the use of a personal auto is required.
5. Employee must pass a 'Behind the Wheel' driving test, if applicable.

As an employee you may be required to use your personal automobile for agency business. We therefore, require proof of personal auto insurance at the time of hire and that you maintain your auto insurance during your employment. We recommend that employees carry the highest affordable limits of liability. We also recommend that employees inform their insurance carrier about the use of their vehicle for agency business as the vehicle may be subject to business use classifications.

To ensure the safety of participants and other employees, should a position require the use of an employee's personal automobile it is required that the vehicle be maintained in safe working order. We recommend that an employee service and maintain their vehicle according to manufacturer's specifications. Failure to maintain a personal vehicle in safe working order during the course of the employee's assignment could result in disciplinary action up to an including reassignment or termination of employment. Personal vehicle may be subject to inspection by supervisory staff at anytime.

ACKNOWLEDGEMENT:

I have read and understand the above qualifications and requirements which are a part of this position. I will provide the necessary documentation upon the request of my employer. I understand that the failure to provide the necessary documentation in a timely manner may disqualify me for this job/position.

Signed this _____ day of _____ in the year _____.

Signature of Employee

Print Name