



## Department of Biological Sciences Vehicle Use

Drivers of department vans must attend an orientation session.

1. Only licensed drivers may operate department vans.
2. State law requires operator and all passengers to wear seat belts.
3. Operators may not have serious traffic violations on their driving record (e.g. reckless driving, DUI).
4. Vans must not exceed 10 people, including the operator.
5. Report all accidents to the State Police and do not leave the scene.
6. Operator should check fluid levels and tire pressure prior to each trip.
7. Vans must be returned with at least an half full fuel tank.
8. Vans must be returned clean and parked in designated parking areas.
9. Do not park in "service vehicle" designated areas.
10. Report mechanical problems to Kenny Smith, [kesmith7@vt.edu](mailto:kesmith7@vt.edu), 231-4021

Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State: \_\_\_\_\_

License Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form to Kenny Smith, [kesmith7@vt.edu](mailto:kesmith7@vt.edu), 231-4021.

***Invent the Future***