

ARKANSAS STATE VEHICLE SAFETY PROGRAM

January 2018

VSP-1

AUTHORIZATION TO OPERATE
STATE VEHICLES AND PRIVATE VEHICLES ON STATE BUSINESS

The following must be completed and signed before authorization to drive on state business is granted:

Agency Code/Name:

Driver:

Date of Birth: Last Name First Name Middle Initial Personnel #:

Drivers License Number:

Initial Each of The Following:

I understand that as permitted by A.C.A. § 27-50-906 (6)(A), the Office of Driver Services will notify my employer each time a new violation is added to my driving record. I also understand that my employer has access to my driving record through the SVS System (State of Arkansas Website) through Information Network of Arkansas.

I understand that because of my driving record I may not be permitted to drive on State business.

I will participate in all required Defensive Driving Classes.

I will report all accidents and incidents that occur on state business to my employer immediately and to BancorpSouth at 501-664-9252 (see Section III A).

I have received the Driving Safety Tips handout provided by my employer.

I understand that I must maintain liability coverage, as required by State Law, on my private vehicle(s) that I drive on State business.

I pledge to end distracted driving including but not limited to, use of a "handheld wireless telephone" while operating a motor vehicle, in accordance with A.C.A. §27-51-1504.

You are hereby authorized to obtain my Traffic Violation Record from the Office of Driver Services as permitted by A.C.A. § 27-50-906 and A.C.A. § 27-50-908. This record shall include material normally excluded by A.C.A. § 27-50-802.

Signature of individual appearing below shall constitute consent for the release of such records to the State agency named on this form.

Driver Signature:

Date:

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Form to be filed in Employee file located in Human Resources Division.

DRIVING SAFETY TIPS

- ▽ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ▽ **Seat Belts** – Each driver and all passengers in any motor vehicle operated on State official business are required by law to wear a properly adjusted and fastened seat belt. Statute: § 27-37-702
- ▽ **Handheld Wireless Telephone** – “A driver of a motor vehicle shall not use a handheld wireless telephone for wireless interactive communication while operating a motor vehicle”, in accordance with A.C.A. § 27-51-1504. Communicating on the phone takes your attention away from driving, making you less likely to notice hazardous situations.
- ▽ **Backing Crashes** – Most backing accidents are preventable. Whenever possible, park your vehicle where backing is not required. Know what is beside and behind your vehicle before you begin to back. Back slowly and check both sides as well as the rear as you back. Continue to look to the rear until the vehicle has come to a complete stop.
- ▽ **Intersection Crashes** – When approaching and entering intersections, be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include, but are not limited to, speeding, improper turn movements, and failure to yield the right of way.
- ▽ **Weather Related Crashes** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions. Discontinue use of cruise control in wet or icy road conditions.
- ▽ **Passing Crashes** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ▽ **Rear End Crashes** – The driver can prevent rear-end collisions in spite of abrupt or unexpected stops of the vehicle ahead by maintaining a safe following distance at all times. Most crashes can be avoided by maintaining the “four second rule” and following the vehicle ahead at a distance that spans at least four seconds. The following distance should be increased when driving in adverse conditions.
- ▽ **Security** – State vehicles **shall** be locked whenever they are unoccupied.
- ▽ **Engines** – The engine of a State vehicle **shall** always be turned off before the driver exits the vehicle.