

**EAST BATON ROUGE PARISH
VEHICLE RESPONSIBILITY AUTHORIZATION**

Beginning June 1, 2002, East Baton Rouge Parish School System (EBRPSS) will adhere to the East Baton Rouge Parish School Board approved Vehicle Responsibility Policy.

- *It is your responsibility as a driver of an East Baton Rouge Parish School Board owned or leased vehicle to report to your Supervisor/Administrator, within 24-hours any citation, summons, or arrest for driving while under the influence of drugs or alcohol, driving while intoxicated, leaving the scene of an accident, or driving while license is suspended. Such report is required to be made on the "East Baton Rouge Parish School Board Employee Vehicle Incident Report" for a district owned or leased vehicle or a personal/private vehicle (attached), and by telephone if necessary. (This includes donated, rented, or borrowed vehicles or vehicles purchased with school funds.)*

- *The Administrative Director of Transportation will request that the State Department of Public Safety and Corrections, Office of Motor Vehicles, provide a biannual examination of driving records.*

I understand that I am responsible to report to my Supervisor/Administrator, within 24-hours any citation, summons, or arrest for driving while under the influence of drugs or alcohol, driving while intoxicated, leaving the scene of an accident, or driving while license is suspended and any other information that may be required.

I understand that any report that I make by telephone, to satisfy the 24-hour notice, does not replace my responsibility to complete the *East Baton Rouge Parish School Board Employee Vehicle Incident Report*. I also understand that any change in my driving status may terminate my driving privileges of an East Baton Rouge Parish School Board owned or leased vehicle.

This form is required for each employee who drives or is authorized to drive an East Baton Rouge Parish School Board owned, rented, donated, borrowed or leased vehicle.

My signature verifies that I understand my responsibility in reporting any driving citations whether in my personal vehicle, a private vehicle or EBRPSS bus/vehicle.

Name Printed/Typed

Signature

Date

Office use only:

Director/Supervisor

Date