

UAMS VEHICLE SAFETY PROGRAM
AUTHORIZATION TO OPERATE

UAMS VEHICLES AND PRIVATE VEHICLES ON UAMS BUSINESS

**THE FOLLOWING MUST BE COMPLETED AND SIGNED BEFORE AUTHORIZATION TO
DRIVE ON UAMS BUSINESS WILL BE GIVEN**

Agency Code 150 Department _____ Slot _____

Driver's Name _____ Supervisor _____
(As it appears on your driver's license) (Supervisor's Full Name)

Date Of Birth _____/_____/_____

Driver's License Number _____ State Issued _____

Category Vehicle Use: (Check all that apply.)

- Permanent car assigned (01)
- Employee drives departmental vehicle (02)
- Employee drives motor pool vehicles (03)
- Employee drives private car on UAMS business (04)
- Employee drives rental vehicle on UAMS business (05)
- Student driving any vehicle on UAMS business (06).

INITIAL Each of The Following:

(Forms will be returned if not initialed. Check marks and "X" will not be accepted.)

- I understand that, as permitted by Arkansas Code Ann. §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 that occur on State business to my employer 1) within 24 Hours of the occurrence or by the next working day if the accident occurs in a State vehicle and 2) within 7 working days if the accident occurs in a private vehicle.**
- I have read the Driving Safety Tips provided by my employer.
- I understand that I must maintain liability coverage, as required by State law, on my personal vehicles that I drive on State business.
- I pledge to end distracted driving, including but not limited to, use of any communication device while driving.

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.

_____/_____/_____
Employee Signature Date

Please email completed form to **OHSDriversSafetyProgram@uams.edu** or mail to:
Central Administration Operations, Slot 605.

UAMS VEHICLE SAFETY PROGRAM
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 passenger in any motor vehicle operated on UAMS official business are required by law to wear a properly adjusted and fastened seat belt. Statute: § 27-37-702
- **Cellular Phones** – The use of cellular phones by the driver while the vehicle is in motion is “not allowed”. A.C.A. § 27-51-1504. This includes “hands free” equipment and smart watches. 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 signals. 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 on 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.