



UNIVERSITY of HAWAII®
WINDWARD
COMMUNITY COLLEGE

State Vehicle Usage Agreement

- State-owned vehicles shall be used for official University-related business only.
- State-owned vehicles shall not be parked in any illegal stalls, tow-away zones or handicap marked stalls (unless a handicap pass is provided by the operator).
- The vehicle will be returned to the marked stalls behind Alaka'i building after use.
- Operators shall drive safely and obey all City & County and University traffic and parking ordinances, rules, and regulations. Fines for traffic violations or crimes shall be the responsibility of the operator.
- Smoking is prohibited in All State-owned vehicles.
- Cell phone use is prohibited while operating a State-owned vehicle.
- State-owned vehicles shall be operated only by Windward Community College employees or Windward Community College student employee with valid driver's licenses.
- **Operators must provide proof of the current valid driver's license to the Business Office (a copy will be kept in the Business Office).**
- At no time shall unauthorized riders be permitted in a state-owned vehicle.
- Vehicle use is permitted during normal business hours (Monday – Friday from 7:45 am – 4:30 pm, except State holidays). If the vehicle is needed during times other than normal business hours, an After Hour form must be completed and signed by the operators Dean/Director before use.
- The operator is required to fill out the vehicle log located in the vehicle.
- The operator is required to notify the Business Office if the vehicles gas level is below ½ tank when it is returned.
- If the vehicle is on the UH-Manoa campus and the gas level is ½ tank or below, the operator is required to take the vehicle to Transportation Services to refuel. Transportation Services Gas pump section hours are from 7:30 am to 12:00 noon and from 1:00 pm to 3:30 pm, Mondays through Fridays, except State holidays.
- Vehicle key(s) shall be returned to Business Office upon your return back to campus. If returning after hours, please place key(s) in the "After Hours Business Office Drop Box" (located to the right of the cashier's window).

I have read and understand all the items listed above. I take full responsibility while using a State-owned vehicle.

Print Name

Signature

Date

Name of Supervisor

Supervisors Signature

Department

Business Office
Phone: (808) 235-7400, Fax: (808) 235-7423
45-720 Kea'ahala Rd.
Kane'ohe, Hawai'i 96744
windward.hawaii.edu