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**MILWAUKEE COUNTY DRIVING AGREEMENT:**

The purpose of this Driving Agreement is to establish a process by which employees formally acknowledge and agree to accept responsibilities for operating Milwaukee County vehicles and personal vehicles in order to conduct County business. Further, it establishes requirements for enforcement of vehicle operating procedures and safe driving practices. As described in more detail in the Vehicle Operation Procedures:

- A. Milwaukee County drivers must have a current drivers' license valid for the operating class of the vehicle in question, carry appropriate insurance on personal vehicles operated in order to conduct County business in levels at least as great as required by state law, comply with established traffic laws and operating procedures; and continuously observe safe and courteous driving practices.
- B. Employees who operate County vehicles are responsible for care of the vehicle, including pre-trip inspections, reporting damage, and not operating vehicles that are unsafe.

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**EMPLOYEE'S ACKNOWLEDGMENT & ACCEPTANCE OF RESPONSIBILITIES**

As an employee of Milwaukee County, I realize that I have responsibilities for the safe operation, care, and security of Milwaukee County and personal vehicles used in order to conduct County business. I accept those responsibilities. I agree to abide by the Vehicle Operation Procedures which I have had the opportunity to review and consider and which I understand. I agree to obey all State and local traffic laws. I agree to operate vehicles in a safe and courteous manner that reflects favorably on Milwaukee County. I agree to operate a vehicle in order to conduct County business only while I am in possession of an appropriate and valid driver's license. If my license becomes conditioned or invalidated for any reason I agree to report this information to my supervisor immediately and will refrain from driving until further notice. I understand that abiding by this agreement is a condition of my employment and that a violation of any of these agreements and understandings or of the Vehicle Operation Procedures may result in disciplinary action up to and including termination of my employment.

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**Employee's Name (Printed or Typed)**

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**Employee Clock #**

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**Employee's Signature**

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**Date**