

# **VAN POLICY – WEST TENNESSEE INDUSTRIAL ASSOCIATION**

## **Overview**

The West Tennessee Industrial Association Sprinter van is for use by our member LPCs and their designated economic development staff, as well as any regional TVA or TNECD economic development staff in coordination with member LPCs. The West Tennessee Industrial Association Executive Committee reserves all rights to change any part of this policy at any time without notice.

Usage must be scheduled as far as possible in advance with the WTIA Executive Director. A “WTIA Sprinter Request” form must be submitted. See last page.

As an authorized driver, you have been given certain privileges. You assume the duty of obeying all motor vehicle laws, maintaining the vehicle properly at all times and following the policies and procedures outlined in the following.

## **Driver Licensing**

Anyone authorized to drive the WTIA van must have a valid driver’s license issued in the state of Tennessee.

## **Driver qualifications are as follows:**

1. Must be at least 21 years of age.
2. Must meet licensing requirements.
3. Will not qualify if, during the last 36 months, the driver had any of the following experiences:
  - Been convicted of a felony.
  - Been convicted of sale, handling or use of drugs.
  - Had automobile insurance canceled, declined or not renewed.
  - Been convicted of an alcohol- or drug-related offense while driving.
  - Had driver’s license suspended or revoked.
  - Been convicted of three or more speeding violations or one or more other serious violations.
  - Been involved in three or more chargeable accidents.

## **Rules Applying to Use of Van:**

- Personal trailers, including boat and recreational vehicles, are not to be pulled.
- Vehicle is not to be driven while under the influence of alcohol or any controlled substance.
- Possession, transportation or consumption of alcohol or illegal drugs by anyone in the vehicle is not allowed.
- Driver and all passengers must wear available personal restraints.
- Report any accident immediately to police and WTIA Executive Director.
- Any exceptions to these rules require advance approval by the WTIA Executive Director.

## **Traffic Violations**

Fines for parking or moving violations, towing storage or impoundment are the personal responsibility of the assigned driver. Each driver is required to report all moving violations to the WTIA Executive Director within 24 hours.

## **Cellular/mobile phones**

Cellular/mobile phones should not be used while operating a vehicle. Using a cell phone while driving leads to an increased risk of having an accident through a lack of attention to driving. Inattention is the #1 cause of vehicle accidents in America.

## **Accidents**

In the event of an accident:

- ***Call the police on all accidents and obtain a copy of the police report.***
- Do not admit negligence or liability.
- Do not attempt settlement, regardless of how minor.
- Get name, address and phone number of injured person and witnesses if possible.
- Exchange vehicle identification, insurance company name and policy numbers with the other driver.
- Take a photograph of the scene of accident if possible.
- Turn all information over to WTIA Executive Director within 24 hours.

## **Thefts**

In the event of the theft of the vehicle, notify local police and the WTIA Executive Director immediately.

## **Driver Responsibilities**

Each driver is responsible for the actual possession, care and use of the van while it is in their possession. Therefore, a driver's responsibilities include, but are not limited to, the following:

- Operation of the vehicle in a manner consistent with reasonable practices that avoid abuse, theft, neglect or disrespect of the equipment.
- Obey all traffic laws.
- The use of seat belts and shoulder harness is mandatory for driver and passengers.
- Attention to and practice of safe driving techniques and adherence to current safety requirements.
- Restricting the use of vehicle to authorized driver.
- Reporting the occurrence of moving violations.
- Accurate, comprehensive and timely reporting of all accidents or theft.
- Return vehicle in the condition as it was when you received it, i.e. remove all personal effects, refuel if necessary, remove all garbage, etc.

### **Preventable Accidents**

A preventable accident is defined as any accident involving a vehicle that results in property damage and/or personal injury, and in which the driver in question failed to exercise every reasonable precaution to prevent the accident.

### **Safety Guidelines to Prevent Accidents**

- Do Not Follow too close
- Do Not Drive too fast for conditions
- Do Not Fail to observe clearances
- Do Not Fail to obey signs
- Do Not Make improper turns
- Do Not Fail to observe signals from other drivers
- Do Not Fail to reduce speed
- Do Not Park improperly
- Do Not Pass improperly
- Do Not Fail to yield
- Do Not Back up improperly
- Do Not Fail to obey traffic signals or directions
- Do Not Exceed the posted speed limit
- Do Not Drive While Intoxicated (DWI) or Drive Under the Influence (DUI)

### **Review of Motor Vehicle Record**

State Motor Vehicle Records (MVRs) will be used as the source for verifying driver history. (The insurance company requires that we provide them with the driver's license number and date of birth for anyone who may drive the vehicle.)

**READ, DATE AND SIGN ATTACHED "AUTHORIZATION FOR MVR REVIEW".**

**AUTHORIZATION FOR MVR REVIEW**

I understand a Motor Vehicle Abstract will be ordered and reviewed to assess minimum eligibility to determine driving privileges. As a driver, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. Driver must have a valid driver's license and keep the license with him/her at all times while driving. All drivers must comply with all applicable regulations.

In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be obtained on me for driving authorization.

I acknowledge the receipt of the above disclosure and authorize WTIA or its designated agent to obtain a Motor Vehicle Record Report.

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Name (Print)

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Driver's License Number Date of Birth

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Signature Date

## WTIA SPRINTER REQUEST FORM

Driver \_\_\_\_\_

Cell Phone# \_\_\_\_\_

Member LPC \_\_\_\_\_

Project Name \_\_\_\_\_

Pick-up date/time \_\_\_\_\_

Return date/time \_\_\_\_\_

Destination(s) \_\_\_\_\_

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Passenger(s) \_\_\_\_\_

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**Return completed form to [westtn@wtia.org](mailto:westtn@wtia.org) for scheduling. You will receive an email confirmation after availability is determined.**