Fuel Card Cardholders agree to the following:

1. Vehicle will be used only for official business of Eastern Washington University.

2. Vehicle at all times be operated in conformance with the laws of the State.

3. Operators of state owned university vehicles must possess a valid Driver’s License.

4. Only persons who are on official state business are allowed to ride in a State Motor Pool Vehicle.

5. All accidents will be reported promptly to a police agency, as provided by laws, and all damage to vehicle will be reported to the Motor pool services of Eastern Washington University, telephone 359-2483.

6. Costs associated with violations of traffic or parking regulations shall be borne by the operator of the university vehicle. Violations due to mechanical deficiencies of the vehicle shall be reviewed by Motor Pool services.

7. The university vehicle operator is responsible for checking vehicle defects and reporting them to the vehicle maintenance shop for repairs. Checking of the vehicle’s fluids, tire pressure, and other minor maintenance issues are the responsibility of the operator. The vehicle operator is responsible for keeping the vehicle's interior clean and orderly to prevent unsafe conditions. (i.e. shifting loads, cluttered passenger seats, items on the floor)

8. Gasoline, oil, and repairs will be secured on campus unless the vehicle is not in the proximity of the university at time of needs.


10. Director’s signature on the Monthly Departmental Vehicle Mileage and Usage Report. The signature verifies that operators have approval for the use of assigned vehicle.