

WEST VIRGINIA DIVISION OF HIGHWAYS
POLICY ACKNOWLEDGEMENT STATEMENT

This document certifies that I have **read** and **agree** to abide by the requirements set forth in the West Virginia Department of Transportation, Division of Highways Section 4, Chapter 3, Equipment Operator Accountability Policy. As an employee of the West Virginia Department of Transportation, I **agree** to comply with the portions of this Policy that are applicable to my use of State-owned equipment. I understand it is my responsibility to comply with this Policy and to review my current equipment use to make sure it complies with current Policy and procedure.

All Employee drivers:

1. I agree that, as a condition of my use of State equipment, the Division of Highways may conduct a regular check of my driving record.
2. I understand that any breach of this Policy may subject me to disciplinary action, up to and including dismissal.
3. I understand that if my gross negligence, recklessness, or intentional conduct causes property damage or personal injury, the Division of Highways may require me to indemnify and hold it harmless from claims or lawsuits made against it.

Commuters:

1. I certify that I wish to use an agency-provided vehicle solely for my convenience.
2. I certify that my use of a vehicle is completely optional, that it is a matter of my personal choice, and that the agency does not require me to use a vehicle for commuting.
3. I certify that my use of the vehicle falls within the normal commuting area for agency business, and that I will notify my District Engineer/Manager or Division Director in writing if that changes.
4. I understand that my travel time will not be counted as hours worked unless required by the Fair Labor Standards Act or related laws or regulations and that any agency custom or practice allowing compensability of activities outside these legal requirements is inconsistent with agency Policy and this Acknowledgement.
5. Execution of this Acknowledgement by a Commuter shall meet the requirement to complete a Vehicle Use Agreement set forth in the Assignment and Use of Policy DOH 4.2, Vehicle Management and Usage, dated January 1, 2019.

NAME (print): _____

SIGNATURE: _____

LAST FOUR (4) DIGITS OF SOCIAL SECURITY NUMBER: _____

DATE: _____

ORGANIZATION NUMBER: _____