## Driver/Operator Requirements and Responsibilities

1. All persons who drive a Claflin University motor pool vehicle must possess a valid U.S. driver's license. Persons must immediately notify the

c. Failure to report an accident involving a Motor Pool vehicle.

**d.** Operating a Motor Pool vehicle while under the influence of alcohol or drugs.

e. Violation of South

## Vehicle Check-In and Out

Information on vehicle use can be found at https://claflin.agilefleet.com regarding reserving, checking in and/or checking out of a University owned vehicle; for assistance, please call extension 5093.

## Reporting Vehicle Trouble

Information about reporting vehicle trouble is provided in each University vehicle. Routine services including those such as battery service and tire repair, in addition to other services not considered routine are provided.

## Reporting Vehicle Accidents

The following steps shoul