

VDH DRIVER SAFETY POLICY

CERTIFICATE OF RECEIPT

VDH Employees driving state-owned, leased, rental, or personal vehicles that are required to drive on agency business at any time will be expected to consistently adhere to all the safety and driver monitoring rules within the VDH Driver Safety Policy. Failure to adhere to this policy may result in disciplinary action per DHRM Standards of Conduct Policy #1.60.

Your signature below indicates your receipt of VDH Driver Safety Policy No. 04.02.301. Your signature only acknowledges that you have received and read this policy (or had this read to you). Your signature does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

This document will be maintained in your official personnel record.

Employee's Name (please print): _____

Employee's Signature: _____

Date: _____

Driver's License Number: _____ State Issued: _____