

Non-State Driver Agreement - Instructions

- I. Complete the “nature and purpose” section at the bottom of page 1. Make sure to fill out all of the following sections:
 - a) Indicate whether the driver is a volunteer or an independent contractor employee.
 - b) Purpose: List the reason(s) the driver will need to drive a state vehicle.
 - c) Location: List the cities, towns, counties, etc., where the driver will be driving the state vehicle.
 - d) Dates Requested: List the time period(s) the driver will be driving the state vehicle. Note: The maximum length of request is one year. Any request exceeding one year must be renewed annually by submitting a new Non-State Driver Agreement Form.
- II. Complete the “Requesting Department” section on page 2
 - a) This section should be completed by the agency requesting the approval for a non-state driver.
- III. Complete the “Driver” section on page 2
 - a) This section should be completed by the driver needing approval as a non-state driver. If there are multiple drivers with the same duties, complete page 3 of the form.
- IV. Submit the completed form to the Office of Facilities & Property Management email (**mona.flower@ks.gov**), postal mail, inter-office mail, or **fax to (785) 296-3456**. If mailing, send to: Office of Facilities & Property Management, 700 SW Harrison, Suite 1200, Topeka, KS 66603. *Note - per Mona, it is best to email.*
- V. Wait for OFPM approval
 - a) The Director of Facilities & Property Management or the Director’s designee will sign in the “OFPM Approval” section once the driver(s) has been approved. The form will then be sent back to agency by either mail or fax.

Please allow Facilities & Property Management sufficient time for the form to be processed. If any part of the form has not been filled out completely or not completed satisfactorily, it will be returned back to the agency for further completion. **If there are any questions on how to complete the form, or for general questions about the Non-State Driver Agreement, please contact Facilities & Property Management at (785) 296-8070.**

NON-STATE DRIVER AGREEMENT

This Agreement is entered into between the state agency identified below as the first party and the driver(s) and/or contractor identified below as the second party. Whereas the first party enters into this agreement authorizing the second party to use a state vehicle.

It is Mutually Agreed as follows:

1. The second party agrees that this agreement is subject to the provisions of K.S.A. 8-301 and K.A.R. 1-17-1 et seq. that are in effect at the time of the execution of this agreement or as may be changed during the term of this agreement. Specifically, the second party shall have a valid driver's license and shall only use the state vehicle as directed by the state agency for official state business.
2. Prior to use of the state vehicle, a copy of this Agreement shall be submitted to the Department of Administration, Division of Facilities Management. The second party shall not permit any other drivers to operate the vehicle.
3. A mileage and maintenance log is now in the vehicle and shall be continued to be maintained. A brief report of the mileage, condition, and uses of this unit shall be mentioned in quarterly reports submitted to the state agency. Maintenance on the vehicle will be performed in accordance with the state agency policy.
4. Any accidents of any type to or involving the vehicle will be immediately reported to the state agency and the Department of Administration, Division of Facilities Management in accordance with K.A.R. 1-17-1 et seq.
5. The second party agrees to indemnify and hold harmless the state agency from all damages, judgments, attorney fees or costs of any type incurred as a result of the second party's negligent or improper use of the vehicle. Where there are multiple parties of the second part, such parties are jointly and severally liable. This paragraph shall not be applicable to amounts for which the state indemnifies an employee pursuant to K.S.A. 75-6109.
6. The second party agrees to return the state vehicle immediately to the state agency if any of the above terms are breached.
7. Maximum length of request is one year. Any request exceeding one year must be renewed annually.

The nature and purpose of the official state business requiring use of a state vehicle is as follows:

The driver is a: Volunteer Independent Contractor Employee

Purpose:

Location:

Dates Requested:

NON-STATE DRIVER AGREEMENT

TO BE COMPLETED BY REQUESTING DEPARTMENT (FIRST PARTY)

State Agency: _____

Division: _____

Address: _____

Contact Person: _____ Phone: _____

Agency Owned Vehicle _____ Fax: _____
Other Vehicle _____

Authorized Signature for Agency Date: _____

TO BE COMPLETED BY DRIVER (SECOND PARTY)

****For additional drivers, please complete page 3****

Name: _____

Address: _____

Driver's License #: _____ Exp. Date: _____

Signature Date: _____

OFPM APPROVAL: (For Office Use Only)

Date: _____
Director or Designee, Department of Administration
Office of Facilities & Property Management
Eisenhower State Office Building
700 SW Harrison, Suite 1200
Topeka, Kansas 66603

NON-STATE DRIVER AGREEMENT

The following are additional drivers of the second party who are authorized to use the state vehicle and have agreed to the terms and conditions of this contract:

1. Name: _____ Address: _____

Driver's License #: _____ Exp. Date: _____

Signature: _____ Date: _____

2. Name: _____ Address: _____

Driver's License #: _____ Exp. Date: _____

Signature: _____ Date: _____

3. Name: _____ Address: _____

Driver's License #: _____ Exp. Date: _____

Signature: _____ Date: _____

4. Name: _____ Address: _____

Driver's License #: _____ Exp. Date: _____

Signature: _____ Date: _____

5. Name: _____ Address: _____

Driver's License #: _____ Exp. Date: _____

Signature: _____ Date: _____