



*U.S. Geological Survey Manual*

**Appendix A  
Part 445-2-H Chapter 16**

**Annual Motor Vehicle Operator’s Certification**

I acknowledge that I am required to operate a motor vehicle as part of my employment with the U.S. Geological Survey and that electronic equipment (mobile phone, tablet, or Global Positioning System (GPS), text messaging) use in vehicles (owned, leased, or rented) must be restricted as follows:

1. The driver of a Government vehicle or a privately owned vehicle, while on official Government business, must ensure compliance with all State and local laws governing the use of cellular telephones and similar devices while operating a motor vehicle. Hands-free cellular devices may be used when permitted by law. Use of cellular telephones and/or similar devices not equipped for hands-free operation is prohibited while operating a DOI provided vehicle
2. Text messaging (reading, typing, or sending) is prohibited when driving Government vehicles or privately owned vehicles while on official Government business.
3. Ensure that all vehicle occupants wear seat belts while the vehicle is in motion, on or off the highway, for general and commercial vehicles.
4. Not operate a motor vehicle while under the influence of alcohol or drugs (including prescription medications that may affect the ability to drive safely) nor while sick or suffering from excessive fatigue or emotional stress.

I hereby certify that I possess a valid State Driver’s License (not suspended, revoked, or cancelled) for the vehicles that I am required to operate as part of my official duty.

I agree to inform my Supervisor if at any time after signing this certification:

- A. My State Driver’s License should be suspended, revoked, canceled,
- B. I receive any tickets/driving violations that occur *while driving for official business* (speeding ticket, use of mobile phones while driving, etc.)
- C. I become disqualified from holding a license via failing medical screening

I understand that any false statement on this form constitutes a violation of USC 1001 and is punishable by a fine of up to \$10,000 or 5 years imprisonment or both.

Name of Employee/Volunteer \_\_\_\_\_

Signature of Employee/Volunteer \_\_\_\_\_

Date Signed: \_\_\_\_\_