

UNIVERSITY OF DELAWARE

AGREEMENT GOVERNING THE USE OF PRIVATE VEHICLES ON BUSINESS FOR
STUDENT ORGANIZATIONS

I hereby agree to the following:

- 1) I will drive my vehicle on University business **only** with permission and knowledge of the Associate Director (or Designee) of the Activities & Programs Office. I must provide the purpose and destination of the trip.
- 2) At all times when I drive my vehicle on University business, I must have a valid driver's license as well as maintain a valid automobile liability insurance policy of at least \$100,000 per person injured, \$300,000 for all injuries in one accident and \$50,000 for property damage.
- 3) In the event of an accident while the vehicle is operated on University business, I will report all details of the accident to the Activities & Programs Office at 302-831-2428, to University Public Safety at 302-831-2222, and to the local police.
- 4) The financial loss for damage, vandalism, and theft to my vehicle in the event of theft or an accident related to business use shall not be reimbursable by the Registered Student Organization or Fraternity/Sorority of the University or the University of Delaware.
- 5) This agreement must be submitted in person to the Activities & Programs Office, room 218 Trabant University Center, at least **48 hours** prior to the trip.

Organization: _____

Purpose of trip: _____

Date of trip: _____

Destination location: _____

Name of driver: _____ License #, State: _____

Name of insurance co: _____

Policy #: _____ Exp. Date of Policy: _____

Driver's signature: _____ Date: _____

Witness signature: _____ Date: _____

Must be another executive member of Registered Student Organization, Fraternity or Sorority

Approved: _____ Date: _____

Associate Director (or Designee), Activities and Programs