



Request to use Personal Vehicle and/or Transport Passengers on State Business

(Please retain form in department. In the event of an accident the UO Risk Coordinator will ask for the original.)

Employee Name _____

Vehicle Insurance Company _____ Policy Number _____

I request approval to use my own vehicle for state business on, for the purpose of, _____

I request approval to transport passenger(s) in a state vehicle for the following reason,

Guests of the government (people who have a formal or influential interest in your agency, but have no clear authority to tag-along without your permission. Examples include legislators, reporters, auditors, and certain inspectors.)

Observers or ride-a-longs (anyone other than family members with an interest in your agency and its work)

Driver's or passenger's aids (persons hired by a state employee, neither state agents, nor with insurance coverage while operating state vehicles)

I understand and agree that,

1. Passengers who are not needed to accomplish state business riding in private vehicles shall ride at their own risk or at the personal risk of the driver, employee, or person to whom they relate. The state shall not insure or indemnify friends or family nor insure or indemnify the employee against any claims brought by friends or family.

2. I am I am not asking for mileage payment. Insurance terms remain the same whether or not mileage payment is requested.

3. When I am using my own vehicle on state business, my auto insurance applies first. In an accident, if the liability loss exceeds my own policy limits, the State's coverage will apply to the excess over my policy limits. The State will not cover any liability I incur when I am not acting within the scope of my state employment or duties. Nor will it cover if my act or omission amounts to malfeasance in office or willful or wanton neglect of duty.

4. Coverage for physical damage, uninsured motorist, and personal injury protection is only provided for vehicles owned by the state. This means that the State will not pay the costs of any repairs to my vehicle; nor will it necessarily provide bodily injury coverage for me if I am in my own vehicle. It is my responsibility to carry liability, uninsured motorist, and personal injury protection insurance on my vehicle, as per state law. It is up to me to carry physical damage coverage.

5. If I am involved in an auto accident while on state business, I will advise the University of Oregon Risk Management within 24 hours by calling the UO Risk Coordinator (541) 346-3190.

Employee Signature

Date

Phone

Approved By

Supervisor Signature

Date

Phone

Department Name