Our Lady of the Lake University – Owned Vehicle Use Agreement

Agreement between Our Lady of the Lake University, hereinafter referred to as the University, and the employee named below for the use of a University-Owned vehicle. Please note that University owned vehicles are to be used for University related business only.

Employee ______________________________ Department ______________________________
Supervisor approved ______ yes ______ no Office ext. & cell ______________________________
Time/date out ______________________________ Destination ______________________________
Time/date in ______________________________

A University-Owned vehicle is hereby assigned to the above named employee under the following conditions:

1. Any driver of a University vehicle shall at all times be properly licensed to drive in any area in which the vehicle is operated. The driver must be at least 25 years of age and the driver’s license must be presented at the time of key pick-up. **All drivers are subject to routine license checks/reviews by the University and its insurance carrier and subject to results, privilege may be revoked.**

2. Any driver of a University vehicle shall, at all times, follow safe driving practices and operate the vehicle in accordance with all motor vehicle laws and the University’s standards.

3. The University will pay all operating expenses such as registration, insurance, State inspection fees, gasoline, oil, and repairs.

4. The employee will be responsible for safe and legal parking of the vehicle at all times.

5. The employee assumes full responsibility for any traffic and parking violations arising out of the use of the University vehicle.

6. Only passengers related to the trip are permitted to ride in the vehicle. No personal transportation, hitchhikers, and carrying of passengers for a consideration is allowed.

7. All persons who drive or ride as passengers in University vehicles must use available passenger restraints at all times when the vehicle is in motion.

8. The University (Physical Plant) shall be notified immediately of any and all accidents in which the driver is involved while driving the vehicle.

9. The University may revoke this assignment at any time.

10. Specific University vehicles in the pool may not be requested and keys must be picked up prior to 5:00 p.m. Monday through Friday.

11. The University vehicle must be parked in parking lot D (south of the tennis courts) after use and the keys returned to the Physical Plant main office (St. Ann’s) immediately after use and no later than 8:00 the following morning after a night or weekend use. Keys may be slid under St. Ann’s Physical Plant office door.

12. Please note that three late key returns will result in a suspension of driving privilege.

13. The vehicle must be returned with the interior in clean condition.

I have read, understand, and agree to comply with the above conditions for my being assigned the custodianship of a University vehicle.

Date: _______________ Employee’s Signature: ______________________________