

Use of Personal Vehicle on Drake University Business Release Form

When using a personal vehicle on University business, the owner of the vehicle must carry vehicle liability insurance. The owner's vehicle liability insurance coverage is primary coverage. There is no physical damage coverage through the University on personal vehicles and no reimbursement will be made for accident-related repairs. The employee is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of the accident. The owner's vehicle liability insurance card received from their insurance agent needs to be in the driver's possession when using personal vehicles for University business.

It is understood that if I use my personal vehicle on Drake University business that my insurance is primary with the university's insurance being secondary only to third party bodily injury. **I understand that my personal insurance coverage is primary to all vehicle damage and bodily injury.** Drake will provide no coverage for any physical damage to the vehicle.

I agree to follow all the Drake Travel Policy driver requirements and responsibilities while on Drake University business. I agree to hold Drake University harmless from and indemnify it against any injury or harm arising out of my failure to observe these rules. I confirm that my vehicle is in sound mechanical condition and safe to operate and occupy for the scheduled trip to and from:

_____.

I will be traveling on the dates of _____.

Name

Date

Driver is: Student _____ Faculty _____ or _____

INSURANCE INFORMATION:

Vehicle Insurance Company

Policy Number

Expiration Date