

Use of Personal Vehicle

Read before using your personal vehicle for university related activities

1. The University does **NOT** provide insurance for personal vehicles.
2. The Traveler/Claimant may use their personal vehicle for university related activities, however it is the responsibility of the Traveler/Claimant to ensure that appropriate insurance is in place for the use of a personal vehicle for a university related activity.
3. Prior to using a personal vehicle for a University related activity, it is **strongly advised** that the Traveler/Claimant contact their insurance provider to verify all conditions and limitations in their policy associated with such use and to secure the appropriate endorsement to their policy, if necessary.
4. The University does not reimburse for additional personal insurance coverage or any other costs associated with a personal vehicle, except those costs authorized by the Travel Expense Policy. The additional costs of such insurance or endorsements shall be the personal expense of the Traveler/Claimant, and shall be deemed to be compensated within the University's current rate per kilometer.
5. In the event of an accident or claim, it is the Traveler/Claimant's insurance that will apply not the University's insurance. The Traveler/Claimant will be required to approach his/her own insurer for reimbursement of expenses.
6. All costs incurred as the result of a collision or other physical damage to a personal vehicle is the responsibility of the Traveler/Claimant and are not reimbursable by the University. Such costs may include but are not limited to: increases to premiums on driver's license, insurance costs and deductibles.
7. The University recommends that there be a minimum of **\$2,000,000** third party liability insurance on the vehicle insurance policy.

Related Policy:

Travel Expense Policy