

# University of Guelph

## Student & Volunteer Use of University Owned or Leased Licensed Vehicle Approval Form

I \_\_\_\_\_ voluntarily agree to drive a University of Guelph vehicle from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_ for Department \_\_\_\_\_.

I hold a current valid Province of Ontario Driver's License, Class \_\_\_\_\_, driver's license number \_\_\_\_\_, expiration date \_\_\_\_\_.

The vehicle to be driven is make \_\_\_\_\_, model \_\_\_\_\_, license plate number \_\_\_\_\_, U of G ID number \_\_\_\_\_.

I am fully familiar with the Ontario Highway Traffic Act and I undertake to comply with the provisions of the Act at all times.

I am aware of, and fully comply with the University policy and procedures on the operation and use of University owned, leased and rented licensed vehicles as specified in University of Guelph policy 1.2.25 – Licensed Vehicles.

I certify that a Minimum \$1 Million Third Party Liability Limit has been obtained on my Personal Vehicle(s) that are used for University business purposes.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

Statement by Department Chair or Designate:

I approve the use of the University of Guelph vehicle by the registered student named above. I am satisfied that the information provided above is accurate to the best of my knowledge.

\_\_\_\_\_  
Department Chair/Designate  
(Name Printed)

\_\_\_\_\_  
Department Chair/Designate  
(Signature)

This form is to be completed and kept on file by individual departments. Please send a copy to Treasury Services – Insurance Division.