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.