

Request to Use Personal Vehicle for UO Business

Students who are traveling using their personal vehicle for UO business are required to have personal automobile liability insurance to provide primary coverage for any accidents involving their vehicle.

BEFORE going on a trip using your personal vehicle, please submit the Request to Use Personal Vehicle Form. Mileage reimbursement will not be processed, if the form is not submitted and approved before the trip. You must also have a valid Driver's Certification in order to travel in your personal vehicle for student organization sponsored events. This form is located here: <https://orgsync.com/34393/forms/316475>

Your request for use of a personal vehicle will not be approved until you have a valid Driver's Certification!

Deadline? The person who will be driving their personal vehicle must submit this form at least three weeks before the trip. PLEASE NOTE: You need to allow several weeks to process the Driver's Certification card. Your request for use of a personal vehicle will not approved until you have a valid Driver's Certification card.

Tips for Completing:

You will need an access to your valid automobile insurance in which the vehicle your driving is insured.

What Happens After You Submit?

The ASUO Student Organization Advisor will review your form
You will be notified once it's approved

Questions?

For general questions about the form, please contact Julie Scroggins at jpalanuk@uoregon.edu

Enter required information

Employee/Student Name [Required]

UO ID Number [Required]

Vehicle Insurance Company [Required]

Policy Number [Required]

I understand and agree that, [Required]

1. I will comply with all applicable rules and regulations.
2. It is my responsibility to carry liability, uninsured motorist, and personal injury protection insurance on my vehicle, as per state law. I understand that the University only provides coverage for physical damage, uninsured motorist, and personal injury protection for vehicles owned by the University. This means that the University will not pay the costs of any repairs to my vehicle; nor will it necessarily provide bodily injury coverage for me if I am in my own vehicle. When I am using my own vehicle on official University business, I understand my auto insurance will apply first. In an accident, if the liability loss exceeds my own policy limits, the University's coverage will apply to the excess over my policy limits. The University will not cover any liability I incur when I am not acting within the scope of my University employment or duties. Nor will it cover if my act or omission amounts to malfeasance in office or willful or wanton neglect of duty.
3. If I am involved in an auto accident while on University business, I will advise the University of Oregon, Office of Risk Management within 24 hours by contacting (541) 346-8316 or riskmanagement@uoregon.edu

Valid input:

- Select only one choice.

I Agree