

Use of Private Vehicles for Business Purposes

Safety Security and Risk Management

In consideration for the payment to me by Valencia College for my allowance of **\$.445** per mile and or other reimbursements, I hereby agree to the following:

- I will drive my vehicle on business only with permission and approval of my supervisor or his or her designee.

- At all times when I drive my vehicle on business, I will retain valid liability insurance with at least the following limits:
 - \$ 100,000 Bodily Injury per person
 - \$ 300,000 any one accident
 - \$ 50,000 Property Damage, or
 - \$ 300,000 combined single limit

- In the event of an accident while the vehicle is being used for business purposes, I will report all details of the accident to the Risk Management Coordinator.

- The financial loss for damage to my vehicle shall not be reimbursed by Valencia College in the event of an accident related to business use.

- My liability insurance policy need not be classified for commercial use, but if the extent of College business grows to the level where this is an issue, it shall be my responsibility to handle this with my own insurance company.

Printed Name: _____

Signature: _____

Date: _____

Approved: _____