

**POLICY NO. 900-45**

**UNIVERSITY OF CALIFORNIA**

**AGREEMENT GOVERNING THE USE OF PRIVATE AUTOMOBILES  
ON UNIVERSITY BUSINESS**

In consideration of being permitted to drive my personal vehicle on University business, I hereby agree to the following:

1. I will drive my automobile on University business with the prior knowledge and permission of the department.
2. At all times when I drive my automobile on University business I will maintain a valid automobile liability insurance policy on this vehicle with limits of liability of at least \$50,000 per person injured, \$100,000 for one accident, and \$50,000 for property damage.
3. In the event of an accident that occurs while the vehicle is operated on University business, I will report all details of the accident to appropriate department personnel.
4. In the event of an accident that occurs while the vehicle is operated on University business, I understand that my automobile liability insurance coverage is primary and the University's automobile liability insurance coverage is secondary.
5. My automobile liability insurance policy need not be classified for commercial use, but if the extent of University business grows to the level where this is an issue, it shall be my responsibility to handle this with my own insurance company.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Employee

\_\_\_\_\_  
Print Employee's Name

Ins. Co. Name: \_\_\_\_\_

Policy #: \_\_\_\_\_

Policy Expiration Date: \_\_\_\_\_