

# Interdepartmental Vehicle Use Agreement

\_\_\_\_\_ Department agrees to cover any vehicle damage that occurs while we are in possession of the vehicle. This would include damage caused by accidents not mechanical failures that are a result of normal wear and tear. The department that is borrowing the vehicle is responsible for any damage that is not covered under insurance.

Most university vehicles do not have collision coverage. This means the cost to repair a vehicle that is damaged when the UHCL driver is at fault is not covered by insurance.

Departments are also responsible for getting verification from the Police Department that the driver is authorized by UHCL to drive a state vehicle. This must be presented to FMC.

\_\_\_\_\_  
Department Head Name (Print)

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Driver Name and Department (Print)

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Date Signed

Purpose of Use: \_\_\_\_\_  
\_\_\_\_\_

Date(s) of Use: \_\_\_\_\_

Vehicle being used: \_\_\_\_\_

**Driver Cleared with UHCL Police & Risk Management to drive University vehicle:**

YES

NO

**NOTE:** Completed form must be received prior to a key being released to driver. Employees and Student Employees can drive State vehicles ONLY after complete the SORM Driving Safety.