

Interdepartmental Vehicle Use Agreement

(please complete ALL areas requesting information)

_____ Department agrees to cover any vehicle damages 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. Proof of verification/clearance must be presented to the Office of the Provost.

Department Head Name (Print)

Department Head Signature

Driver Name and Department (Print):

Driver Signature: _____

Date: _____

Purpose of Use: _____

Date(s) of Use: _____

Vehicle being used: _____

Driver cleared with UHCL Police & Risk Management to drive university vehicle:

YES _____ NO _____

Attn: Provost Vehicles Use, Provost Office, Box 74

NOTE: Completed form must be received in the Office of the Provost **prior** to a key being released to driver. Employees and Student Employees can drive State vehicles *ONLY* while being paid (on the clock).