



BOISE STATE UNIVERSITY

**Personal Vehicle Use Memo**

As a condition of using your own/leased vehicle for University business, our University's policy and Idaho State law requires that you have a valid driver's license and carry at least minimum liability insurance on your vehicle at all times.

Mileage reimbursement shall only be provided after this acknowledgement is signed. Mileage reimbursement is meant to supplement the following expenses while using your personal vehicle on University business (this is not meant to be a comprehensive listing): **wear and tear, gas, insurance, insurance deductibles, client damage to vehicle, windshield damage, vandalism, vehicle depreciation, and the like.** NO COVERAGE IS PROVIDED FOR DAMAGE TO YOUR VEHICLE. THE ONLY RECOURSE FOR *DAMAGE TO YOUR VEHICLE* IS YOUR OWN INSURANCE POLICY.

Please note that the University's insurance policy does not provide primary liability coverage for employees when using their own vehicles. Employee's personal auto insurance is the **primary insurance** for employee owned/leased vehicles while driving on University business. If a claim should arise for liability that exceeds the limit of your personal insurance policy, the University's insurance may provide additional coverage for property damage and bodily injury (for third party injury).

I hereby acknowledge and understand the above and agree to maintain my personal insurance at all times while driving my own vehicle on University business.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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Documents Checklist

- Copy of driver's license
- Copy of insurance card (current valid dates of coverage)