

## La Jolla Parks and Beaches Auto Use Policy

La Jolla Parks and Beaches, Inc., may require that a contractor, an employee or a volunteer operate his or her own vehicle on behalf of the corporation. It is extremely important that every driver exercise good judgment and safe driving techniques, and drive properly maintained vehicles to ensure that the contractor, employee or volunteer and La Jolla Parks and Beaches, Inc., are not unduly exposed to injury or liability from the use of vehicles. Before using his or her own vehicle on La Jolla Parks and Beaches, Inc., business, including but not limited to educational seminars, classes, errands, passenger or cargo pickup or delivery, etc., an employee or volunteer must submit proof of personal auto insurance and a current copy of his or her motor vehicle registration and have been authorized by La Jolla Parks and Beaches, Inc., as a driver. Contractors, employees and volunteers are responsible for damage to their own vehicles and should be aware that their insurance will be primary when they use their own vehicles on La Jolla Parks and Beaches, Inc., business. La Jolla Parks and Beaches, Inc., is not responsible for injury or accidents for travel to or from work or a volunteer assignment. La Jolla Parks and Beaches, Inc., is not responsible for collisions or vandalism to a contractor's, employee's or volunteer's vehicle in any parking area where La Jolla Parks and Beaches, Inc., may provide parking spaces. (adopted 03 June 2013)

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**Fill-in *EITHER* Section A or Section B following**

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### **A. Request for Authorization to Drive Personal Vehicle on LJP&B Business**

In compliance with the policy above, I request permission to drive on business of La Jolla Parks and Beaches, Inc., under the conditions indicated below:

*I request authorization to drive my own vehicle on agency business. I am submitting a photocopy of the face page or proof of coverage of my automobile insurance and a current copy of my Motor Vehicle Registration along with this request. If I receive authorization to drive my own vehicle on behalf of La Jolla Parks and Beaches, Inc., I agree never to drive on behalf of La Jolla Parks and Beaches, Inc., unless this insurance coverage remains in force at all times. I realize that I am solely responsible for any damage to my vehicle or to other person(s) or property while I am operating my vehicle on La Jolla Parks and Beaches, Inc., business and that my own insurance will be primary.*

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

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Printed Name: \_\_\_\_\_

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### **B. Acknowledgment that I May Not Drive Personal Vehicle on La Jolla Parks and Beaches, Inc., Business**

At this time, my position at La Jolla Parks and Beaches, Inc., does not require me to use my vehicle on LJP&B business. I understand that before using my vehicle on behalf of La Jolla Parks and Beaches, Inc., I must comply with the policy above, sign a Driver Authorization Request, submit all required documents, and be authorized by La Jolla Parks and Beaches, Inc.

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

Printed Name: \_\_\_\_\_