

## AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE FOR COMPANY BUSINESS

UPON COMPLETION OF THIS FORM, A COPY WILL BE EMAILED TO YOU. PLEASE PRINT OUT A COPY OR FORWARD THE FORM TO YOUR SUPERVISOR TO COMPLETE THE APPROVAL PROCESS. HUMAN RESOURCES WILL MAINTAIN THESE FORMS FOR RECORD KEEPING PURPOSES.

In accordance with the Company Safety Vehicle Use Program, a signed certification is required to use a privately owned vehicle to conduct official Company business.

I hereby certify that:

1. Whenever a privately owned vehicle is used for Company business, I will have in my possession a valid driver's license and current proof of liability insurance.
2. The vehicle is covered by liability insurance for the minimum required by state law:
  - 2a. Bodily Injury Liability \$30,000.00 per person / \$60,000.00 per accident\*
  - 2b. Property Damage Liability \$25,000.00\*
  - 2c. Insurance must be designated for business use

\*Current minimums for Texas
3. I do not have any outstanding traffic tickets or traffic warrants.
4. The vehicle is equipped with safety belts/restraints and are in good working condition.
5. All vehicle occupants will wear seat belts/safety restraints when inside the vehicle.
6. The vehicle is adequate for the work or task being performed.
7. The vehicle is in safe mechanical condition to the best of my knowledge.
8. I understand that any mileage rate claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs, and any insurance.
9. Authorization for this purpose is a privilege and may be suspended or revoked an any time.

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Printed Name

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Signature

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Date