

CSULB RESEARCH FOUNDATION

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON FOUNDATION BUSINESS

Approval is required to use privately owned vehicles to conduct official CSULB Research Foundation business.
This approval must be renewed annually.

I. CERTIFICATION

I hereby certify that, whenever I drive a privately owned vehicle on CSULB Research Foundation business I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and I will refrain from using a cellular telephone. If I must use a cellular telephone while driving I understand that I am required to use a "hands free" device. I certify that I will not text while driving on CSULB Research Foundation business and that the vehicle shall always be:

- 1. Covered by liability insurance for the minimum amounts of \$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage. Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
- 2. Adequate for the work to be performed.
- 3. Equipped with safety belts in operating condition as required by law.
- 4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I receive is full reimbursement for the cost of operating the privately owned vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance. I further understand that motorcycles shall not be authorized for use on official University/Foundation business, nor shall any reimbursement be made for the use of such vehicles.

I further certify that while using a privately owned vehicle on official CSULB Research Foundation business, all accidents will be reported as soon as possible after the incident, not to exceed 48 hours, to the CSULB Research Foundation Purchasing Department, and the Project Director/Manager. I understand that the insurance policy covering the privately owned vehicle will respond to the accident- CSULB Research Foundation will NOT provide primary insurance coverage.

I understand that permission to drive a privately owned vehicle on CSULB Research Foundation business is a privilege which may be suspended or revoked any time.

EMPLOYEE ID NUMBER		
SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on Foundation business is approved

PROJECT DIRECTOR/MANAGER'S SIGNATURE	PRINT NAME AND TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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