

University of Lethbridge Driver Agreement

Guidelines & Procedures for Off-Campus Student Field Work and Other University Sponsored Activities.

Must be completed by any participant in Field Work or Other University-Sponsored Activity who will be driving a U of L owned vehicle, rental vehicle, or personal vehicle with other participants as passengers. The driver/participant must agree to conditions 1, 2, one of 3 or 4, and 5 – 11 in order to be able drive on the activity.

NAME OF DRIVER: _____ I.D.# _____
(Indicate U of L Department) (Circle one: Student / U of L Employee / Volunteer)

DRIVING RECORD:

1. I have a valid Operator's License, detailed below, for the vehicle that I will drive. My Operator's License has not been under prohibition or suspension in the last three years. **If you have been prohibited or suspended from driving in the last three years you cannot drive others on U of L sponsored activities.**

Initials

A suspension may arise for the following reasons, among others: impaired driving (usually alcohol), refusal to provide breath or blood sample, violation under the criminal code dealing with driving, received 15 demerit points.

OPERATOR'S LICENSE #: _____ CLASS: _____

EXPIRY DATE _____ (and province or country if not an Alberta Drivers License)

DATE OF BIRTH ____/____/____ (yy/mm/dd)

2. I have no more than seven (7) demerits against my operator's license. **If you have more than 7 demerits you cannot drive others on U of L sponsored activities.**

Initials

If you have 8 or more points but less than 15, you will know it. At minimum, you will have been sent a letter from the Driver Control Board informing you of your demerit status. Demerits result when you are found guilty of committing certain driver offences under the 3 major sets of laws that deal with drivers: Motor Vehicle Administration Act, Highway Traffic Act and the Criminal Code of Canada. Demerits for a single offence can range from 2 (speeding up to 15 km/h over the limit) to 7 (failure to remain at the scene of an accident).

IF DRIVING A PERSONAL VEHICLE: Applicable / Not Applicable (Circle one)

3. I have confirmed that the vehicle is insured for \$1,000,000 third party liability and have outlined the insurance information below: **You may not carry passengers on U of L Sponsored activities if your limit of insurance is less than \$1,000,000.**

Initials

VEHICLE REGISTER OWNER'S NAME (if different than driver) _____

VEHICLE OWNER'S INSURANCE COMPANY: _____ POLICY#: _____

INSURANCE BROKER: _____ LIABILITY LIMIT _____
(minimum required \$1,000,000)

The minimum amount of Third Party Liability (TPL) required by law across Canada (except Quebec) is \$200,000. It is possible that a vehicle may be insured for only \$500,000 or \$200,000 Third Party Liability. All of these amounts are too low when carrying passengers.

IMPORTANT: If you frequently use your vehicle to travel on U of L field work or other University-sponsored activities and/or you are being reimbursed for the use of your personal vehicle (gas only, mileage, etc.), you must contact your personal insurance broker/agent to determine whether it is necessary to obtain either a **Business Use Endorsement** or a **Passenger Endorsement** on your auto insurance policy. Insurance companies require notification of a significant change in use of a vehicle because it may change the amount of risk associated with insuring it.

IF DRIVING A RENTAL VEHICLE: Applicable / Not Applicable (Circle one)

4. I will register with the automobile rental agency as an additional/authorized driver for the rental agency's purposes.

Initials

OTHER TERMS AND CONDITIONS:

5. I will follow all conditions/endorsements that are noted on my license.
6. I agree to operate the vehicle in a safe manner and to abide by the laws within the jurisdiction(s) in which driving I am authorized to drive on the field work or other university-sponsored activity.
7. I agree to limit the number of passengers to the number of useable seatbelts and will not allow passengers to ride in the back (box) of a truck. All passengers must wear seatbelts while driving on the activity.
8. I agree to comply with the guidelines for alcohol/drug use outlined in the **Risk Management for Off-Campus Student Field Work and Other University-Sponsored Activities**.
9. I understand and agree that, in case of a claim, the vehicle owner's automobile liability is the first line of insurance.
10. I agree to immediately inform *U of L Insurance & Risk Services* (382-7176) if any of the information provided on this form changes.
11. I agree to report to *U of L Insurance & Risk Services* (382-7176) any accident that occurs while driving in connection with an activity sanctioned by the University of Lethbridge.

I certify that the information contained in this agreement is accurate to the best of my knowledge. I have read, understand and agree to the Terms and Conditions listed above for being authorized to drive the rental or personal vehicle on the field work or other university-sponsored activity. I give the University of Lethbridge permission to obtain a copy of my driving record (abstract), and/or a copy of my insurance policy details, for matters related to this driver agreement at any time within one year following my signing of this form.

SIGNATURE OF DRIVER: _____ DATE SIGNED: _____

Freedom of Information and Protection of Privacy

1. The personal information collected on this form will be used and disclosed for the following purposes:
 - To establish that drivers meet the criteria to carry passengers on field work and other University-sponsored activities.
 - To ensure there is a record of pertinent insurance on file in the event of an accident or incident resulting in a claim.
2. The personal information contained on this form is necessary to operate programs containing field work and other University-sponsored activities and is subject to the provisions Alberta' Freedom of Information and Protection of Privacy Act.
3. If you have any questions about the collection or use of the information on this form, contact University of Lethbridge Insurance & Risk Services at 382-7176.

Distribution:
Insurance & Risk Services