

TRANSPORTATION POLICIES

Operation of Personal Owned Vehicles On DA Siena Business.

When driving a personal vehicle on University business, the driver must have a valid driver license.

The driver's personal insurance serves as the primary insurance and is the extent of the driver's protection. Students and employees need to be comfortable with their own auto insurance coverage and limits and assume all risks and responsibility for transporting other individuals in their vehicle.

- 1) The use of a personal vehicle for official DA Siena business must be approved by the Departmental Head.
- 2) A person authorized to use a personal owned vehicle shall do so at his/her own cost and claim for Reimbursement.
- 3) Any accident/damage to personally owned vehicle is not covered by DASiena.
- 4) The mileage allowance takes into consideration the cost of insurance and normal Repairs and therefore no further claims should be made against the University.
- 5) The driver/owner of the vehicle must follow all traffic laws and regulations and ensure that the personal vehicle is in good operating condition and safe to drive.

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