

Adelphi University Non-Owned Vehicle Usage Policy Affidavit

University Policy

University non-owned (privately owned) vehicles must have a current registration, safety inspection and insurance card provided by the authorized operator. The driver is responsible for all parking fines and/or moving violations incurred while operating a University non-owned vehicle. Drivers must report any and all motor vehicle accidents to the Department of Public Safety & Transportation if the accident occurs during work use/hours.

Vehicle Usage Affidavit

I read and understand the University policy pertaining to University vehicle usage and as such (i) I attest that my personal usage of the University non-owned vehicle is in full compliance with such policy and is being used for University business, and (ii) I further consent to Adelphi University obtaining my State Motor Vehicle Driving Record Abstract (MVP) in accordance with the Federal Driver's Privacy Protection Act (DPPA).

Signature

Date

Print Name

Last 4 of Social Security Number

Department

Department Head's Approval [Print Name]

Department Head's Signature

Date