

**TRANSPORTATION DEPARTMENT
Northern Illinois University**

STUDENT VEHICLE USE AUTHORIZATION

1. Any individual, in order to operate a university vehicle must have a current and valid driver's license.

Student's Name _____ State of Issue _____

Driver's License Number _____ Expiration Date _____

University ID # _____ Local Phone _____

2. Insurance information and limitations

- A. Liability insurance coverage is provided only within the scope of the authorized travel. Any personal use, travel out of the most direct or usual route, or use by an unauthorized driver is excluded. The primary driver is responsible for the vehicle while it is in his/her care.
- B. State of Illinois/Northern Illinois University coverage does not include under/uninsured motorist or auto medical expenses incurred while operating a university vehicle.
- C. An unauthorized driver is defined as an individual who has not been specifically approved to operate the vehicle within the limits of this authorization. Authorization is limited to the travel detailed below.
- D. Drivers may be held liable for damages to university vehicles, auto medical expenses, claims that arise out of gross negligence, willful or wanton misconduct, or a conviction of driving under the influence.

3. Care and operation of the vehicle

- A. Vehicle is to be used solely within the scope of the authorization. Travel must be by the most direct or usual route.
- B. Credit cards are issued with the vehicle and the use of the credit cards is limited to the purchase of necessary gas, oil, and minor auto repair purchases. Credit cards may not be used for food, beverages, maps, or other non-automotive purchases.
- C. Student operated University vehicles cannot be used to transport non-Northern Illinois University personnel. Students may transport non-NIU personnel only if it is required by their employing department as part of a work assignment.
- D. If an accident should occur, no matter how minor, a police report must be made with the appropriate policy agency within whose jurisdiction the accident occurred. Any accident or damage must also be reported to the NIU Transportation Department and the NIU Insurance Office no later than the first business day after return to NIU.
- E. Any parking tickets incurred during travel are the responsibility of the primary authorized driver.

4. Any abuse of the privileges granted or of the vehicle assigned may be referred to the University Judicial Office.

5. Are there any additional authorized student drivers for this travel? (Each driver needs individual authorization.)

☐ Yes ☐ No **If so, please list.**

TRAVEL SPECIFICATIONS

DESTINATION: _____
CITY/STATE

DEPARTURE: _____
DATE/TIME

RETURN: _____
DATE/TIME

REASON FOR TRAVEL: _____

STUDENT'S NAME _____ SIGNATURE _____ DATE _____

DEPARTMENT REQUESTING APPROVAL _____ DEPARTMENT HEAD (PRINT) _____ SIGNATURE _____ CAMPUS PHONE _____ DATE _____

APPROVING DIVISION (PRINT) _____ VICE PRESIDENT OR DESIGNEE SIGNATURE _____ DATE _____