

Recreational Sports Department
 Xavier University
Vehicle Usage Agreement

XAVIER DEPARTMENT/CLUB USING VEHICLE(S): _____
 (Please Print)

XAVIER AFFILIATE RESPONSIBLE FOR USING VEHICLE(S): _____
 (Must be a full-time employee or student) (Please Print)

BANNER ID #: _____ TELEPHONE: _____ EMAIL ADDRESS: _____

PURPOSE AND DATES OF VEHICLE(S) USAGE: _____
 (Please Print)

The XU Department/Club listed above using the Rec Sports vehicle(s) accepts full responsibility and liability for any problems involving the vehicle(s). Rec Sports will have NO LIABILITY for vehicle(s) driven by non-Rec Sports Department employees.

NO person(s) under 21 years of age is permitted to drive the vehicle(s) at any time for an reason.

Only Xavier employees and Xavier students (must be 21) who have proof of Xavier University insurance may drive the vehicle(s). Driver(s) must obtain proof of insurance from Xavier's Auxiliary Services Risk Management Department (1-513-745-4281) prior to driving the vehicle(s). **Xavier proof of insurance, obtained from Auxiliary Services, must be stapled to the back of this agreement.**

Vehicle keys are to be picked up from Patty Bohn at the Rec Sports Department in the O'Connor Sports Center. Keys **MUST** be returned to Rec Sports Patty Bohn **IMMEDIATELY** after usage. Other departments/clubs may need the key(s) immediately. Contact Patty Bohn (1-513-745-2856) for vehicle keys.

User must report any damage or mechanical problems, in writing, (using the official Xavier University vehicle accident reporting kit) to Assistant Director, Rec Sports, Patty Bohn (513-745-2856). Department using vehicle(s) will be 100% responsible for any damage or liability and all expenses caused by usage and will pay all "loaner van" costs, if needed. The Rec Sports Department is not responsible for any damage expense or liability caused by non-Rec Sports Department employees or drivers.

Vehicle(s) is to be returned clean. If vehicle(s) is returned dirty, user will be required to have vehicle(s) cleaned at user's cost.

Vehicle(s) is to be returned with its gasoline tank 100% full.

Returned vehicle(s) is to be parked at the O'Connor Sports Center, in the designated van space by the Soccer Field entrance gate.

In case of emergency, call Xavier University's Campus Police (1-513-745-1000)

By signing below, signers (supervisors and employee driver or student driver) agree that signers are a full-time University employee or student. Signers accept **FULL RESPONSIBILITY AND LIABILITY**, including all expenses, for the use of the van(s). Signers also state that the driver has been approved by Xavier University's Auxiliary Services Risk Management Department and is covered by the University's vehicle insurance policy. Signers have stapled the University's proof of insurance for the driver to the back of this agreement.

Signers will return this original agreement and two copies, including proof of insurance, **IN PERSON** to Patty Bohn, Assistant Director of Rec Sports located in the O'Connor Sports Center, 2nd floor, (1-513-745-2856) five days before the vehicle(s) is used.

SIGNERS AGREES TO ALL OF THE ABOVE CONDITIONS OF THIS AGREEMENT

| | | | |
|--|----------------------|-----------------|----------------------|
| _____ (Department Head / Club Advisor Please Print) | _____ (Signature) | _____ (Date) | _____ (Telephone) |
| _____ (Xavier Driver Please Print) | _____ (Signature) | _____ (Date) | _____ (Telephone) |
| _____ (Xavier Driver Please Print) | _____ (Signature) | _____ (Date) | _____ (Telephone) |
| _____ (Xavier Driver Please Print) | _____ (Signature) | _____ (Date) | _____ (Telephone) |
| _____ (Xavier Driver Please Print) | _____ (Signature) | _____ (Date) | _____ (Telephone) |

Patty Bohn will release the vehicle(s), if not being used, to the above Xavier University Department Head or Club Advisor.