



**COURTESY VEHICLE AGREEMENT
FOR BUSINESS AND PERSONAL USE**

_____ enters into this Courtesy Vehicle Agreement with the
(Name of Dealer)
individual indicated below (employee) for the purpose of supporting the Lewis-Clark State College athletic program. The agreement is subject to the following terms and conditions:

OBLIGATIONS OF EMPLOYEE:

1. Sign the LCSC Vehicle Use Agreement/Driver's License Record Check form at Security.
2. Pay all insurance, registration and licensing fees.
3. Employee shall procure and maintain, at his or her own expense, Vehicle Liability Insurance for the vehicle. The minimum coverage limits for such vehicle liability insurance shall be \$150,000 each person and \$500,000 each occurrence and \$150,000 for property damage. The vehicle liability insurance policy shall be endorsed to name Lewis-Clark State College and as additional insured.
4. Employee shall procure and maintain, at his or her own expense, Comprehensive and Collision Insurance for the Vehicle. Employee shall be responsible for the payment of any deductible for all such insurance claims. The dealership shall be named as Loss Payee on the Comprehensive and Collision Insurance coverage.
5. Such insurance policy covering requirements of employee shall contain a clause that insurance afforded under the policy will not be reduced or cancelled without (30) days prior written notice, sent to the college and the dealer.
6. Employee shall provide the Athletic Director, Vice President for Finance & Administration and the Risk Manager at the college with certificates of insurance signed by a licensed representative of the insurance company for the above required insurance.
7. Properly maintain vehicle, including lube-oil-filter; service every 3,000 miles, preferably at dealer's service department.
8. Pay for all repairs not covered by manufacturer's warranty.
9. Pay for any traffic or parking violations.
10. Refrain from use of spare tire except in an emergency.
11. Notify dealer when between 5,000 and 6,000 miles have been driven.
12. Return vehicle in good, resalable condition.
13. Return and/or exchange vehicle at _____ or _____ months.

14. Other restrictions imposed by dealer: _____

COURTESY VEHICLE IDENTIFICATION:

Make/Year _____ Model _____ VIN# _____

Registered in the name of _____

Approximate Value _____ Payments (if any) _____

AGREEMENT ACCEPTED BY:

Employee: Signature: _____ Date: _____

Print Name: _____

Dealer Signature: _____ Date: _____

Print Name: _____

ACKNOWLEDGED AND APPROVED BY:

Athletic Director Signature: _____ Date: _____

Print Name: _____

INSURANCE COVERAGE REVIEW:

Insurance coverage from employee attached herein was reviewed by the Athletic Director, the Vice President for Finance and Insurance, and the Risk Manager and was found in compliance with Policy 4.106 Courtesy Cars as evidenced by the signatures below:

Athletic Director Signature: _____

Print Name: _____ Date: _____

Vice President for Finance and Administration Signature: _____

Print Name: _____ Date: _____

Risk Manager Signature: _____

Print Name: _____ Date: _____