

Title: Arthur Chrysler Plymouth Ltd.
Subject: University of Guelph, Rental Vehicle Employee Acknowledgement Letter
Category: Purchasing Services, Supplier Contract Sheet

Revision:2005/05/02

VEHICLES - PURCHASE/LEASE/REPAIRS
Automotive Vehicles - Lease (short and long term - excluding daily rental)

Please read the terms stated below and sign:

1. The vehicle is to be used for business purposes only and not for personal use.
2. All personnel using the vehicle must fill out a **“Terms and Conditions Agreement Form”** below.
3. **ONLY** those persons who have signed the completed **“Terms and Conditions Agreement Form”** will be allowed to drive the vehicle identified below (i.e. no other employees, friends or relatives, shall be allowed to operate the vehicle).
4. I have a valid Ontario driver’s license.
5. Should an accident occur, I will follow the **Vehicle Accident Reporting Procedures**, located in the glove box of the vehicle.
6. *Any questions or concerns should be directed to the Insurance Office, 519- 824-4120, x58752.*
7. **Fax completed Form to University of Guelph, Insurance Office, 519-836-3278.**

“TERMS AND CONDITIONS AGREEMENT FORM”

I have read and understand and agree to the terms and conditions as outlined above.

Driver’s Signature:

Date:

Employee #:

Driver’s License #:

V.I.N.#:

Vehicle Year:

Vehicle Make:

Vehicle Model #:

Vehicle License Plate #:

Name: (First / Middle / Last)

Ext:

Department:

Business Address:

Chair/Department Head Signature:

(Approval for Vehicle Use)