

Use of Personal Vehicles Policy

Faculty and staff who use their own vehicles to conduct University business will want to review the revised policy -- *Use of Personal Vehicles* -- that is currently in effect:

For purposes of this policy, a "Drew University community member" is defined to include Drew faculty, administrators, staff and students. Use of a personal vehicle for University business by a Drew University community member is authorized only when it is deemed the least expensive way to reach a destination. Using a personal vehicle for University business must be approved in advance by the appropriate supervisor.

All members of the Drew University community using privately-owned cars on Drew University business must have proof of insurance indicating that insurance coverage is in full force and effect with companies approved by the New Jersey Department of Banking and Insurance. The insurance card shall be made available upon request. Drew community members who are out-of-state residents shall make available appropriate identification in lieu of the New Jersey Insurance Identification Card.

All members of the Drew University community traveling in their personal vehicle on Drew University business are eligible for mileage reimbursement. The standard mileage rate is set annually by the federal government and is designed to cover all fixed and variable costs of automobile use for business purposes. This rate includes consideration of maintenance and repairs, tires, gasoline, oil, vehicle insurance and license and registration fees. In offering this reimbursement rate, the University is supporting the cost of automobile insurance on the personal vehicle that is being used for business purposes, and so, the owner's privately owned insurance will be considered as primary coverage.

If during the operation of the private vehicle while on Drew University business an accident, theft or mishap of any kind occurs, the responsible insurance company will be the car owner's and a claim must be sent to the owner's insurance company. The owner of the vehicle is responsible for payment of the deductible. Drew University purchases automobile liability insurance, which provides limited non-ownership coverage to privately-owned vehicles while being used for authorized Drew business. Drew's coverage is in excess of any valid and collectible insurance on the privately-owned vehicle.

Should you have any questions about the policy, please contact the Office of Administration & University Relations at x 3064.