

**KEENE STATE COLLEGE ACKNOWLEDGEMENT  
USE OF PERSONAL VEHICLE FOR OFFICIAL COLLEGE BUSINESS**

**Use of Personal Vehicles for Official College Business**

“Official College Business” is defined as essential to the activities of the institution and occurs in the performance of or in the course of the duties of College employment or business. Faculty, staff, and administrators participating in official College business and using College-provided transportation (vehicle rented or leased using College funds) are covered by the University System of New Hampshire’s vehicle insurance policy. Faculty, staff, and administrators participating in official College business choosing to use their personal vehicle are not covered by the USNH’s vehicle insurance policy. When using a personal vehicle for official College business, University System of New Hampshire Financial and Administrative Procedures, Procedure 7-009, PERSONAL AUTOMOBILE EXPENSES, will pertain. The complete guidelines for the use of personnel vehicles may be reviewed at this web site:

[http://finadmin.usnh.edu/pol\\_proc/chapter\\_07/pro07\\_009.html](http://finadmin.usnh.edu/pol_proc/chapter_07/pro07_009.html)

These requirements must be met regardless of whether the employee will be transporting others or not.

**A. USNH USAGE GUIDELINES FOR PERSONAL VEHICLES**

1. When campus owned or leased vehicles are not available, employees may use their personal car for business purposes if it is less expensive than renting a car, taking a taxi or bus, using alternate transportation, or to save time.
2. Personal vehicles used for USNH business should be adequately insured for public liability insurance protection (*BOT VII-A-14.3*). Travelers are responsible for insuring their own vehicles. Travelers will not be reimbursed by USNH for collision losses that occur during business use of a personal vehicle. In the event of an accident, the owner's personal insurance provides coverage and the owner is personally responsible for any deductible payable. USNH does **not** provide any coverage for comprehensive or collision for personal vehicles used on business.
3. Carpooling is encouraged.
4. Use of USNH-owned or leased vehicles may be appropriate.

I acknowledge that I have read and understand the above USNH Financial and Administrative Procedure 7-009 and will abide by it.

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Participant Name - Signature

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Date

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Participant Name - Printed

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KSC Participant Supervisor - Signature

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Date

Approved 1/5/11