

**Mississippi Valley State University**  
**Motor Vehicle and Fleet Management**  
**Privately-Owned Vehicle Used for Business Purpose Agreement**

There are situations where drivers use their personal vehicle for university business. In these cases, drivers are typically reimbursed on a per-mile basis. For those drivers utilizing their personal vehicles on university business, the following requirements apply:

- Must have a valid driver license issued in Mississippi or a state contiguous to Mississippi and meet the same motor vehicle record (MVR) and accident criteria as drivers of university vehicles.
- Automobile liability coverage must be maintained by the driver as prescribed by state law. The university shall be provided with evidence of this insurance coverage, which clearly lists policy declarations and coverage limits.
- In case of an accident and subsequent claim, third party losses are subjected to the protections provided by the Mississippi Tort Claims Act § 46-11-1 et. al. (subject to all requirements and limitations) only if the loss occurred while conducting official university business.
- The vehicle must be maintained at the owner's expense, in accordance with state law.
- Drivers must comply with all applicable state laws and regulations.
- Motor vehicle records will be checked initially, and periodically thereafter. The driver's authorization to operate their personal vehicle for university business may be revoked by management if the motor vehicle record discloses the following:
  - The motor vehicle driver license is revoked, suspended, withdrawn, or denied.
  - Operating outside the limitations of a restricted license
  - Driver refuses to undergo drug or alcohol testing in accordance with university policies or as required by applicable state or jurisdiction laws.
  - A conviction for driving a motor vehicle while under the influence of alcohol or illegal drugs
- Regular occasional drivers (those being reimbursed more than six times per year for business use) may be required to attend driver safety training and meetings.

The university reserves the right to withdraw this privilege at any time.

I, \_\_\_\_\_, have read and understood the *Privately Owned Vehicles Used for Business Purposes Agreement* established by Mississippi Valley State University. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Driver's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

