

**LINN-BENTON COMMUNITY COLLEGE
INSURANCE and LIABILITY ACKNOWLEDGMENT FORM**

**COMPLETE THIS FORM WHEN DRIVING a COLLEGE OWNED
or RENTED VEHICLE as an AGENT OF THE COLLEGE:**

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

College Department or Program _____

College owned or rented vehicles can NEVER be driven for personal business. The college provides required auto liability and auto physical damage coverage for college owned or rented vehicles ONLY when authorized staff/students are driving them in the course and scope of their job.

NEVER use a college owned or rented vehicle to run a personal errand such as taking family members somewhere, stopping at the store, dropping someone off, picking them up or any other personal business.

I have read the above INSURANCE LIABILITY ACKNOWLEDGMENT and I understand that driving as an agent of the college includes the above restriction and that if I choose to drive the college owned or rented vehicle for my own personal business, I am doing so against the will and instructions of the college and that I am hereby responsible for any liability associated with that act. By my signature I hereby, agree to indemnify and hold harmless Linn-Benton Community College including its officers, employees and agents against any/all claims, damages, demands, liabilities and costs incurred including attorney's fees, which might be made by the undersigned or any third party as a result of damage, injury or death suffered while using the automobile on personal business. This agreement shall be binding upon the heirs, successors and assigns of the undersigned. I understand and acknowledge that signing this agreement severely limits my legal rights, and as such, I am hereby encouraged to seek legal counsel before signing. I also acknowledge that this notice serves to notify me that I should notify my personal insurance agent if college vehicles are kept on my personal property.

RETURN FORM TO DEPARTMENT YOU ARE DRIVING FOR