

**STUDENT USING A
PRIVATELY OWNED VEHICLE
ON BEHALF OF WESTERN**

I hereby acknowledge that I am required to:

- Possess a driver's license recognized as valid under Washington State law (RCW 46.20); and
- Comply with Washington State's Mandatory Liability Insurance law and maintain proof of Financial Responsibility to legally operate a motor vehicle (RCW's 46.29 and 46.30)

With that in mind, I declare that:

- I have completed with my supervisor the action items in the **Supervisor Safety Checklist for State Drivers** and, if applicable, the **Supervisor Checklist Addendum for Specified Drivers**.
- I currently have a driver's license valid under Washington State law.
- I agree to stop driving on official university business and notify my supervisor by the end of the next business day upon notification by the applicable licensing agency that my driver's license has been suspended, revoked, or otherwise determined to be invalid.
- I will comply with the state's Mandatory Liability Insurance Law and maintain proof of Financial Responsibility (i.e. auto liability insurance, certificate of deposit or liability bond) as required by the state.
- I understand that if an accident occurs, my automobile insurance is primary and will be utilized prior to any possible provision of the state's excess liability protection. In the event my personal insurance coverage is exhausted, the state of Washington may provide excess insurance. Insurance deductibles are my responsibility and are not reimbursable by the state. I also understand that coverage by the state is not automatic, that it is governed by law. I further understand that there is no coverage whatsoever for physical damage to my personal motor vehicle.

I declare under penalty of perjury under Washington State law that the foregoing is true and correct.

Student:

Name (please print)

Signature

Date

Supervisor:

Name (please print)

Signature

Date

Note to Supervisor: This form, along with the driver safety checklists mentioned above, is required for students who use their personal vehicle on behalf of Western. See "State Driver Information Center" on WWU's Risk Management website for assistance. This form is to be kept in supervisor's department.