

Standard Operating Procedure:

Use of Personal Vehicles for York University Business

Approval Authority: **Director, Risk Management Services**

Effective Date: **March 2013**

I. INTRODUCTION

Employees (including faculty) frequently drive personal vehicles while performing their employment duties for York University.

II. GUIDELINES

1. York University does not provide insurance for a personally owned vehicle.

The reasons behind this decision are:

- a. The University cannot purchase liability insurance on behalf of an employee for a personal vehicle. The University does not own the vehicle and therefore has no insurable interest.
 - b. The University is not responsible for the maintenance of a personally owned vehicle.
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2. Insurance and Risk Management Services recommends the following if employees are using personal vehicles for University business and especially if they are transporting students for any reasons.
 - a. Purchase automobile insurance that covers driving for business purposes
 - b. Purchase adequate coverage for liability – no less than \$1 million dollars and depending on the circumstance, carry higher limits
 - c. Perform regular vehicle maintenance