**Use of Personal Vehicle During CCE Business Policy and Authorization**

Before being permitted to drive your personal vehicle on behalf of the California Council for Excellence, you are required to read and sign this agreement.

This agreement has been made on **[Date]**, by and between the California Council for Excellence (CCE) and **[Name]**. This agreement is as follows:

1. CCE authorizes the Volunteer/Employee to use their personally owned vehicle on behalf of the Organization.
2. The Volunteer/Employee understands that CCE places a great emphasis on safe operation of all vehicles, including any that are owned and operated by its volunteers and employees. Given this, the Volunteer/Employee understands and agrees that they:
	1. Will not allow any other person to be a passenger in the Volunteer/Employee owned vehicle while it is being used on behalf of CCE, unless such person is another Volunteer/Employee, a Client, or other authorized persons;
	2. Will allow no other person to operate the Volunteer/Employee’s vehicle while it is being used on behalf of CCE, unless that other person is another Volunteer/Employee and is at least 18 years of age and possesses a valid driver’s license;
	3. Will not operate the vehicle, nor allow it to be operated by someone else, while the Volunteer/Employee or that other person is under the influence of alcohol or drugs; and
	4. Will not use or permit the use of the vehicle in a negligent or improper manner or in violation of any law or of this agreement.
3. The Volunteer/Employee understands that CCE does not furnish any insurance for the protection of the Volunteer/Employee if any claim or suit is made against the Volunteer/Employee arising out of his or her operation of a personally owned vehicle unless otherwise stated in this agreement; nor is any insurance provided by CCE to repair damage that may occur to the Volunteer/Employee’s personally owned vehicle.
4. The Volunteer/Employee, at all times, will maintain automobile liability coverage equal to or greater than the limits recommended by your insurance agent or minimums defined by the State.
5. The Volunteer/Employee agrees to indemnify CCE against all claims, losses, damages and expenses, including legal fees, which CCE may incur as the result of the use of the Volunteer/Employee’s vehicle on behalf of the Organization.

**By submitting this document to CCE, you are certifying that you have a valid driver’s license and auto insurance during the time you will be using your personal vehicle for CCE business.**

Volunteer/Employee (Print Name):

Auto Insurance Company & Policy Number:

Date: