

**ADELPHI UNIVERSITY**  
**VEHICLE USAGE POLICY**

**UNIVERSITY POLICY:**

All vehicles owned or leased by the University that are provided to employees for authorized University business may not be used for commuting or for other personal matters. Inherent in this policy is that unless University business requires an employee entrusted with the University vehicle to be out of town, the vehicle **MUST** be parked in a University parking lot overnight. The University's Office of Public Safety office has been instructed that all the University's vehicles are returned at the end of each business day. It will be the responsibility of department heads to explain the absence of any unreturned vehicles. Employees are responsible for all parking fines and/or moving violations incurred while operating a University vehicle.

**VEHICLE USAGE AFFIDAVIT:**

I have read the University policy pertaining to University vehicle usage and as such (i) I attest that my personal usage of the University vehicle assigned to me by the University has been in full compliance with such policy and is being used for University business only and not for commuting or other personal matters, and (ii) I further consent to Adelphi University obtaining my State Motor Vehicle Driving Record Abstract (MVP) in accordance with the Federal Driver's Privacy Protection Act (DPPA).

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Department: \_\_\_\_\_ Last 4 Social Security Number: \_\_\_\_\_

Department Head's Approval: \_\_\_\_\_ Date: \_\_\_\_\_