

**VEHICLE/EQUIPMENT USE AGREEMENT  
UNIVERSITY OF WISCONSIN - WHITEWATER**

This is an agreement between the University of Wisconsin - Whitewater (borrower/lender) and \_\_\_\_\_  
(borrower/lender) for vehicle or equipment use.

**Section A** of the Vehicle Equipment Use Authorization Form must be completed and signed for vehicle use and **Section B** must be completed and signed for equipment use before taking possession of the property. **See page 2.**

**VEHICLE USE**

Under the normal exchange of a vehicle, both parties agree that the borrowed vehicle is to be insured by whichever party is using the vehicle. Confirmation must be provided by the borrower that the borrowed vehicle has been listed as a non-owned and hired vehicle on the automobile insurance policy of the borrowing party with coverage for vehicle liability at \$250,000/500,000 and physical damage at \$100,000.

Drivers of the borrowed vehicles must be at least 18 years of age, possess a valid driver's license with a minimum of two years licensed driving experience and have a good driving record. Section A of the Vehicle/Equipment Use Authorization Form must be completed before taking possession of the vehicle.

**EQUIPMENT USE**

Under the normal exchange of equipment both parties agree that the individual assigned to operate the equipment must be trained on the operation of and recognizes the hazards of the equipment.

The borrowed equipment must be returned to the owner in the condition it was received. The borrower is responsible for all reasonable repairs including parts and labor should malfunction or damage occur during the borrowing period. Inspection of equipment is encouraged before taking possession. Section B of the Vehicle/Equipment Use Authorization Form must be completed and signed before taking possession of the equipment.

Each party is responsible for and agrees to hold each other harmless for all liability, losses, damages, costs or expenses which arise out of the negligent act or omission of the equipment user while acting in the course of their involvement with the above mentioned agreement.

For normal exchange of vehicles or equipment, a minimum of seven working days notice must be given to the lender prior to expected date of use. All completed and authorized documents must be received by the lender two days prior to the expected date of use. Equipment/vehicle use is for a 24 hour period. Extensions may be granted by appropriate personnel.

In the event of an emergency in which there is an identified need for an exchange of a vehicle or equipment to respond to such an emergency, the seven working days notice and completion of Vehicle/Equipment Use Authorization Form will be waived.

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Borrower:

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Signature	Title	Agency	Date
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Lender:

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Signature	Title	Agency	Date
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**VEHICLE/EQUIPMENT USE AUTHORIZATION FORM  
UNIVERSITY OF WISCONSIN – WHITEWATER**

**SECTION A: VEHICLE USE**

Borrower: Name \_\_\_\_\_  
Title \_\_\_\_\_ Dept. \_\_\_\_\_  
Agency \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_, 20\_\_\_\_

Purpose of Use: \_\_\_\_\_

Borrowed Vehicle:

<u>Year</u>	<u>Make</u>	<u>Model</u>	<u>Serial/Vehicle Number</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Condition of Vehicle: \_\_\_\_\_

Driver:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Driver's License # \_\_\_\_\_

**PLEASE SIGN BELOW**

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**SECTION B: EQUIPMENT USE**

Borrower:  
Name \_\_\_\_\_  
Title \_\_\_\_\_ Dept. \_\_\_\_\_  
Agency \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_, 20\_\_\_\_

Borrowed Equipment:

<u>Quantity</u>	<u>Description</u>	<u>Make/Model</u>	<u>Serial Number</u>	<u>Estimated Value</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Condition of Equipment: \_\_\_\_\_

Security Arrangements made by: \_\_\_\_\_

**PLEASE SIGN BELOW**

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\_\_\_\_\_  
Owner's Signature Title Agency Date

\_\_\_\_\_  
Borrower's Signature Title Agency Date