
Standard Operating Procedure: **Use of Personal Vehicles for York University
Business**

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

Effective Date: **March 2013 (revised March 2020)**

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; and
 - b. The University is not responsible for the maintenance of a personally owned vehicle.
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; and
 - b. Purchase adequate coverage for liability – no less than \$1 million dollars and depending on the circumstance, carry higher limits; and
 - c. Perform regular vehicle maintenance.