

## Acknowledgement Form for Borrowing the MVZ Field Vehicle

Name: \_\_\_\_\_ Use: \_\_\_\_\_

The MVZ Field Vehicle is used by various staff, students, and volunteers to perform work related duties. As we all share one vehicle, each person must take the responsibility of keeping it in good condition for the next. **Before borrowing the vehicle, please review the following document with Theresa Barclay and have her sign at the bottom of the form.**

**Note:** If you are taking the vehicle over rough terrain, or in adverse conditions, you must read the purple manual located in the car with instructions on how to handle the car under these circumstances. Do not use the four-wheel drive unless you have read the manual and discussed it with Theresa Barclay. Do not press any buttons in the car without knowledge of what they do – these may irreversibly damage the car or severely affect its gas mileage.

**Have you operated a four-wheel drive vehicle before? Y / N**

Check off that you are aware of and agree to the terms and sign below.

- I understand that the vehicle is not for off-road use of any kind.
- I have a valid driver's license. (For out of state folks, if you have been in California for 6 months or more you *MUST* have a valid California Driver's License.)
- I have provided the completed documents for the University's driver program, and my record is in good standing.
- I am aware that I am only covered by the UC insurance policy if an accident is deemed no-fault or someone else's fault. If damage to the vehicle is deemed to be my fault due to negligence or poor judgment, **I will be responsible for the damages**. (This can be covered by your own car insurance, but be aware that insurance won't cover damaged breaks, etc.) **Do not treat this car like a rental!!!**
- I understand that the vehicle is not for personal use of any kind. All drivers must be on a UCB/MVZ related trip – field trips, transporting materials and/or people for the museum, or transporting the vehicle for maintenance. Other uses must be ok'd by the Director of the MVZ.
- I will leave at least a quarter tank of gas in the car when I park it back in the RSF parking garage.
- The vehicle must be returned clean – there is a car wash on Oxford that costs ~\$25, or you can use the hose at the loading dock and a vacuum to clean out the inside (ask where these are).
- If I receive any parking or traffic violation tickets while using the vehicle, I am solely responsible for the payment of these.
- If the vehicle is used on a long trip, I will check the oil levels and tire pressure routinely.

Please alert Theresa Barclay if you notice anything wrong with the car, or if it is in need of maintenance (like an oil change). You can email her at tlynnwong@berkeley.edu.

For emergencies, there is a gray bag in the car that includes tire fixing equipment, tow equipment, and more. The car registration and UC insurance information is in the vehicle's glove compartment.

I have read the above, understand it, and agree to the conditions and terms of the MVZ Vehicle use.

Your signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Today's Date: \_\_\_\_\_