



Non-University Passenger Waiver Form
Allowing Non-University Passengers in University
Vehicles

I am the Dean/Director over the employee/office which has requested that _____,
(name) a non-university passenger, be transported in a university vehicle, not in the ordinary course of
business of the university under the terms of University Policy 4303, Section 5.3.

I hereby certify the following to be true and correct:

A university vehicle is being used to transport university employees and/or students on _____
(date) from _____ (starting point) to _____ (destination).
I have approved this trip, which is for legitimate business reason. The vehicle has seats which are not
being used to transport university employees and/or students. The non-university passengers are not
being transported as a convenience or favor to those individuals.

I find that the non-university passenger's travel is of benefit to the university and is related to official
university business.

The non-university passenger (or the parent, if the passenger is under 18) has signed an assumption of
risk document which is attached hereto. (Failure to attach a signed assumption of risk document nullifies
this form and the non-university passenger will not be transported.)

I hereby approve of the non-university passenger's transportation in a university vehicle.

Name of Dean/Director

Date

Signature