



Personal Vehicle Use Agreement

I, _____, an employee of Illinois Heartland Library System, am choosing to voluntarily use my personal vehicle for business use.

I understand that a company vehicle is available to me, and I am choosing to use my personal vehicle.

I understand that I am personally responsible for all maintenance and care of my personal vehicle and, because IHLS has offered me the opportunity to use an IHLS vehicle, but I have voluntarily chosen to use my own vehicle, IHLS is not responsible for the cost of maintenance and repairs.

I understand that I am personally responsible for the costs associated with any parking violations, moving violations, or other tickets/citations I receive while operating or parking my vehicle.

I understand that I am eligible for mileage reimbursement under the IHLS mileage reimbursement policy.

I have attached a copy of my current valid driver's license and my current auto insurance card on my personal vehicle for IHLS records.

Employee Signature

Date

Employee Printed Name

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!