



Club de golf KAPUSKASING Golf Club

60 Government Rd, P.O. Box 164, Kapuskasing, Ontario, P5N 2Y3
tel 705.335.3411 fax 705.335.5033 www.kapgolffclub.ca

Vehicle Use Policy

Before being permitted to drive your personal vehicle on behalf of the Kapuskasing Golf Club (KGC), employees and volunteers are required to read the vehicle use policy and sign off on the aforementioned.

General

1. Employees and volunteers may be authorized to use their own vehicle on KGC business at their own risk.
2. Employees and volunteers understand that the KGC does not furnish any insurance for the protection of the employee or volunteer.
3. Employees and volunteers shall be ready to provide the KGC with a copy of their automobile insurance policy.
4. A private vehicle used on KGC business must carry a minimum public liability and property coverage of not less than \$2M
5. Employees and volunteers shall have in their possession a valid Ontario driver's license for the vehicle they are operating.
6. Employees and volunteers shall drive defensively and be knowledgeable of defense driving.
7. Employees and volunteers will not operate the vehicle nor allow it to be operated by someone else, when either person is under the influence of alcohol or drugs.
8. Drivers and all passengers must wear seat belts.
9. Unauthorized person shall not be permitted to be a passenger in or to drive your vehicle while on KGC business.
10. Vehicles shall be clean inside and out. Windshield shall be kept clean and the floor of the vehicle shall be clean and free of obstructions.
11. Employees and volunteers must obey all traffic laws, maintain proper distance between cars, etc.

Employees

12. Employees must advise their insurance company that the vehicle is being used on business.
13. Employees shall advise their insurance company if mileage or a monthly allowance is being paid.
14. The insuring company shall issue an endorsement indicating that the vehicle and driver are covered while on business. The employment shall present this endorsement to the KGC to be kept on file.

You agree to indemnify the KGC against all claims, losses, damages and expenses, including legal fees, which may be incurred as the result of the use of their vehicle on behalf of the KGC.

President of the KGC (or Representative) _____
Name

Signature

Employee or Volunteer of the KGC _____
Name

Signature

License No. _____

Insurance Carrier _____

Policy Number: _____