

# RISK MANAGEMENT

## POLICIES REGARDING THE DRIVING OF NON-UM VEHICLES AND BOATS

CIMAS employees are sometimes required to drive non-UM-owned (for example, government-owned) vehicles and boats as a part of their job. As a result of discussions with UM Risk Management we have instituted the following policies and procedures.:

- University of Miami Risk Management states that UM employees are provided with insurance coverage while driving vehicles or piloting boats as long as these activities are carried out as a part of the employment. This coverage applies not only to the government-owned vehicles or boats but to all vehicles or boats that might be used in your work. These activities are covered by insurance either through a UM insurance policy or through UM self-insurance.
- All CIMAS employees who are required to drive a vehicle or a boat as a part of their job must first fill out a form which can be obtained from the CIMAS staff.
- The following information must be provided before CIMAS employees can begin driving:
  - 1) Employee name
  - 2) Employee drivers license number
  - 3) The type of vehicle(s) and/or boat(s) they will be driving
  - 4) The vehicle/boat identification number
  - 5) The vehicle/boat license tag number
  - 6) The approximate value of the vehicle
  - 7) The approximate frequency that the vehicle/boat will be driven.

It is **NOT** necessary to fill out the "For Insurance Purposes Only" form for such work-related driving trips except for foreign travel.

CIMAS employees driving NOAA vehicles and boats must also fulfill any requirements that NOAA may impose on them with regard to the use of their vehicles and boats.

The following page shows the form which must be filled out by all persons who anticipate driving a non-UM vehicle. Note that this form need only be filled out once to cover all driving associated with the task described in the form. If any of the conditions change (a different boat or truck, a different project) a new form should be filled out.

**IF YOU HAVE AN ACCIDENT YOU MUST IMMEDIATELY INFORM YOUR NOAA ADVISOR AND CIMAS.**

**Cooperative Institute for Marine and Atmospheric Studies**  
Rosenstiel School for Marine and Atmospheric Science  
University of Miami  
4600 Rickenbacker Causeway  
Miami, FL 33149

MEMORANDUM

University of Miami Risk Management states that UM employees driving government vehicles or piloting government small boats are covered by insurance either through a UM insurance policy or through UM self-insurance. To ensure this coverage, the following information must be provided before any employee can drive a government owned vehicle.

**Name of Employee:**

**Driver License No.:**

**State of Driver's License:**

**Make:**

**Model:**

**Year:**

**VIN:**

**Tag No.:**

**Registration No. (Boats):**

**Name of Boat:**

Brief description of the general purpose of the driving and the destination(s):

UM Employees driving NOAA vehicles must also fulfill any requirements that NOAA may impose on them with regards to the use of their vehicles and boats.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of NOAA Advisor