

Northern Lights Library System – Personal Use Vehicle Contract

This Personal Use Vehicle Contract (hereinafter referred to as the “Agreement”) is entered into as of _____ by and between Northern Lights Library System (hereinafter referred to as the “NLLS”) and _____, an employee of Northern Lights Library System (hereinafter referred to as the “Employee”), collectively referred to as the “Parties,” both of whom agree to be bound by this Agreement.

1. The loan of an NLLS company vehicle is governed by the [NLLS Company Vehicle](#) policy.
 - a. Daily rates will be set annually and based on the lowest price of economy car rentals from rental companies at the Edmonton airport.
 - b. Employees may utilize an NLLS vehicle on a cost recovery basis for personal use, if:
 - i. They sign a personal use vehicle contract, and clearly indicate the date(s) of usage.
 - ii. They obtain authorization from their Department Manager or Executive Director, and the vehicle is not booked for company business. Company business will always take precedence.
 - iii. They are otherwise authorized to use a NLLS vehicle.
 - iv. They return the vehicle with a full tank of gas at their own expense.
 - v. They return the vehicle at the same level of cleanliness as loaned.
 - vi. They report any damage in a timely manner to the Operations and Finance manager.
 - vii. Vehicles damaged during personal use may result in future suspension of vehicle usage, and in cases of negligence or deliberate misuse, disciplinary measures, up to and including termination.
 - viii. Damages to vehicles where an insurance claim is necessary may require the staff member to pay the insurance deductible.
 - ix. Vehicles operated for personal use are subject to all other NLLS policies.

Vehicle being loaned: (Make), (Model), (Year), (Color), (VIN)

Date of Loan:

Date of expected Return:

Authorized by:

Date:

The Employee shall:

1. Abide by the Company Vehicle Use policy.
2. Pay a daily rate of \$35.00 for use of the vehicle.
3. Not be required to pay any fees for miles used.

4. Return the vehicle with a full tank of gas at the Employee's expense.
5. Record the vehicle booking on the NLLS leave calendar.
6. Return the vehicle in the same or better condition than received.
7. Pay the insurance deductible in the case of, loss, damage, theft, or other incident requiring an insurance claim. (The decision to seek an insurance claim will be at the discretion of NLLS.)
8. Take care to thoroughly vacuum and wipe down the interior of the vehicle after use if pets/animals are transported in the vehicle.
9. Be the sole operator of the Vehicle over the term of the Rental.
10. Use the Vehicle in a proper and careful manner consistent with the NLLS's instructions, in accordance with company policy and/or as the Vehicle was originally designed.

The NLLS shall:

11. Maintain insurance coverage for the vehicle during use by the Employee.

The Parties agree:

12. That this Agreement shall be governed by Alberta law.
13. This Agreement is legal and binding between the Parties as stated above.
14. In the event of a dispute resulting in legal action, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees, collection fees and the like.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

NLLS Representative

Employee

Name: _____

Name: _____

Signed: _____

Signed _____

Date: _____

Date: _____