

MEMO



RISK MANAGEMENT OFFICE  
Freehafer Hall  
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West Lafayette, IN 47907-2024  
(765) 494-1690 • FAX (765) 496-1338  
[www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT)

**TO:** Vice Presidents, Deans, Directors and Heads of Schools, Divisions, Departments, and Offices

**DATE:** March 18, 2009

**RE:** Use of Purdue University Vehicles by Non-Employees

If your area has occasion to request permission for a non-employee to operate a Purdue vehicle on official University business, the RM01 form must be completed and submitted to the Risk Management Office to initiate that process.

Please note the following to assist in expediting review:

- I. Forward the entire form to Risk Management.
- II. A legible copy of the driver's license must accompany the form. Please check to be sure the driver's license has **not** expired before submitting.
- III. The form can be faxed to our office at 765-496-1338. You can find the form on the Risk Management website at [www.purdue.edu/Risk\\_MGMT](http://www.purdue.edu/Risk_MGMT).
- IV. Allow a minimum of three days for review prior to any scheduled trip – any forms received **after** the effective date of trip will be returned. Remember – do **not** complete your Transportation Services Form 1 **until** you receive the approved Risk Management RM01 copy back from our office.

**REMINDER: THE OPERATION OF A PURDUE VEHICLE BY A PERSON NOT APPROVED MAY RESULT IN DENIAL BY OUR INSURANCE CARRIER OF ANY RESULTING CLAIM.**

Please call our office at 4-7695 with questions or concerns.

Mark W. Kebert  
Risk Manager