UNIVERSITY GARAGE

AUTHORIZATION TO WORK ON PRIVATE VEHICLES

To: Department of Safety, University Police

_________ has permission to work on his own private vehicle under the supervision of a University Garage Mechanic, ________________ or to have the work done by the above Garage Mechanic.

Permission is authorized between the hours of ________A.M./P.M. and ________ A.M./P.M. on ___________________.

(Date)

Authorized by: ________________________________

(Transportation Manager or Asst. Transportation Manager)

Statement By Employee

I agree to ask the mechanic on duty for space to work that will not interfere with regular University Garage functions, and to follow the instructions of the above University Garage mechanic with regard to safe working practices, use of University equipment and cleanup procedures.

I have read the Departmental SOP #201 and agree to abide by its provisions. I further agree to return the above equipment or facilities in the same condition as when issued. I understand I am held responsible for the security and condition of the equipment or facilities loaned. I agree to pay for the repair or replacement of any equipment or facility items that are lost or damaged while in my charge. I hold Miami University, the Physical Facilities Department and the undersigned Supervisor blameless and free of liability for any injury or personal loss resulting from my use of the above named equipment or facilities.

Signed: ___________________________

(Employee’s Name)

Note: This authorization form must be posted on the windshield of the vehicle being repaired.