

**LETTER OF UNDERSTANDING FOR  
PROGRAM-PROVIDED UNIVERSITY VEHICLES FOR STUDENTS ON CLINICAL ROTATION  
2024-2025 Academic Year**

**Please Read this Document before Signing**

In consideration of the University of Michigan School of Dentistry's Community-based Collaborative Care & Education Program (CBCE) providing access to a university-owned vehicle to the below-named student during their clinical rotation, the student ("Student") agrees to abide by and perform all obligations listed below.

The School of Dentistry Student who uses a U-M vehicle must meet the following eligibility requirements established by the University of Michigan.

- Be at least eighteen (18) years of age;
- Be properly licensed in accordance with the laws of the State of Michigan;
- Possess a valid operator's license issued in the United States or Canada, or an international license with an endorsement for driving in the United States;
- Must have less than six (6) points appearing on their license(s).
  - Each traffic violation or crime is worth a certain number of points, which is determined by the Michigan Vehicle Code. Minor offenses are often two points, while serious crimes are up to six points. Every point placed on Student's driver record stays there for two years from the date of Student's conviction.
  - If, after Student has been approved via the university, Student exceeds six (6) points on their driver record, Student's permission to drive a UM vehicle will be revoked.
- All Students who have a business need to drive a U-M vehicle will be required to have their motor vehicle records (MVR) approved yearly in order to drive a U-M vehicle. The MVR check online link can be found at <https://ltp.umich.edu/internal/mvr>. **Student MUST receive approval via the MVR check BEFORE they will be allowed to use a U-M vehicle.**

**Terms and conditions for use of U-M vehicles:**

- U-M vehicles are provided for School of Dentistry-authorized **business purposes only** for the 2024-2025 academic year. Specifically, the U-M vehicle will be used for the sole purpose of transporting the Student(s) to/from the School of Dentistry and the external rotation site, and hotel, if using. **Personal use is prohibited and under no circumstances may a U-M vehicle be parked at a Student's home.**
- Student understand that by completing the university's MVR check that, **"I acknowledge that personal use of a U-M vehicle is strictly prohibited, may not be covered by U-M liability coverage, and could result in personal liability to me."** NOTE: **The U-M vehicles are tracked and monitored via GPS.**
- Only individuals authorized by the university are eligible to drive U-M vehicles.

- The **driver of the U-M vehicle is responsible for any moving or parking violations** s/he may incur while operating the vehicle.
- Receipts for fuel expenses must be submitted within 45 days from the end of Student's travel. Expenses will not be reimbursed after the 45 calendar days. **Fuel expenses will not be reimbursed if the receipt dates do not fall within Student's assigned rotation dates.**
- **Smoking and alcoholic beverages are prohibited in U-M vehicles.**
- U-M vehicles **must be returned with a 100% full fuel tank** and all personal items and debris/trash removed. **A fee of \$30.00 will be charged to Student** if personal items and/or debris/trash are not removed, or the vehicle is not returned with a full tank of fuel.
- Upon return to the School of Dentistry, the vehicle is to be parked on **Level P-1 of the Palmer Street Parking Structure**, unless otherwise directed by CBCE staff. **DO NOT PARK** in any parking spaces designated with signs for **U-M Health Services, U-M Service Vehicles, U-M Gold Permit Holders, State of MI Permit Holders, or any other unofficial and/or illegal parking location.**
- **U-M vehicles must be returned to the Palmer Street Parking Structure ANY time the vehicle is not being used**, including the weekends between rotations. Upon the completion of the rotation, the vehicle must be returned no later than noon the following day, unless otherwise directed by CBCE staff. Further instructions will be outlined in rotation assignment emails. **A fee of \$250.00 will be charged to if the vehicle is unavailable for the next student to travel to their assigned rotation.**
- **Violation of any of the above may result in consequences that may negatively affect Student's course grade, end in remediation, or honor code violations.**

**Student's signature below confirms they understand the terms and conditions outlined above for use of University of Michigan vehicles.**

Student Name:

UMID #:

Check this box if you do not drive/do not have a driver's license.

Driver's License #:

Exp Date:

Cell Number:

State/US Territory/Canadian Province Issuing License:

\*If you hold an international license, what is the country of issue?

\*Do you have an endorsement for driving in the U.S.?

Address listed on driver's license:

Student Signature:

Date: