1. Passenger Authorization Permitted

The conversation should be engaged with the current auto liability carrier to determine that passenger transport is not prohibitive to current coverage. A written policy should be promulgated defining the passenger policy in clear, succinct terms and shall include:

1. Name of the person to be transported
2. Points where the transportation is to begin and end
3. The date upon which such authorization expires.

It is further recommended that the following criteria be established for all passenger transport

1. Established relationship to driver employee/contractor
2. Adult individual - > 18 years of age
	1. If <18 years of age, consent of both legal guardians
	2. No person under the age of 14 years
3. The driver should have tenure and a “clean” safety record
4. No pregnant passengers
5. Only one (1) passenger in the vehicle

Passenger authorization must be written, in possession of driver and passenger, and a copy held by the issuing company official. It is recommended that passenger authorization be held by a single company official.

It should be clearly understood by all employees that unauthorized passengers will be required to remove themselves from the vehicle immediately upon discovery, i.e. roadside inspection, traffic stop, customer notification, etc. and that return to their home location will be at their expense. Under no circumstances should a passenger authorization be issued to an unauthorized passenger.

**Passenger Authorization Form**

**Hold Harmless**

I**, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Passenger) By my signature hereby release, acquit and forever discharge (insert company name) and their employees, offices, agents, and representatives of any claim, demand, and damages of any kind, known or unknown, including personal injury, death or property damage arising from any accident or incident while an occupant in any vehicle owned or under control to (insert company name).

I, **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Independent contractor) By my signature, hereby release, acquit and forever discharge (insert company name) and their employee’s, offices, agents, and representatives of any claim, demand, and damage of any kind, known or unknown, including personal injury, death or property damage arising from any accident or incident while in any vehicle owned or under contract by (insert company name.)

**Authorization:**

This letter constitutes authority for **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** to be transported as a passenger on unit # **\_\_\_\_\_\_\_\_** with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (insert driver name) as the only driver while such vehicle is being operated under the control or contract with **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (insert company name).

This authority covers for \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ to \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_.

**This does not authorize the passenger to operate the vehicle at any time during this agreement**

**PASSENGER NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AUTHORIZED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PASSENGER SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_AUTHORIZED BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GUARDIAN OF MINOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(sign) DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DRIVER/CONTRACTOR SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PASSENGER REQUIREMENTS**

1. Passenger must be at least \_\_\_ years of age
2. Passenger must be – relative, spouse, child, etc
3. Driver must – insert driver requirements is any, i.e. tickets, accidents, length of employment
4. Any additional requirements