

## Driver Acknowledgement of Participation & Ownership Form

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Dear Employee: \_\_\_\_\_ (“You”)

The SUBWAY® restaurant at which you work will be offering a delivery service to be available for all catering orders placed with each SUBWAY® restaurant. Additionally, there are bank runs each day along with meetings and other errands in which you may need to drive. Any employee who wishes to participate as a Driver must agree to the following terms and conditions in order to participate as a Driver and You must sign this Acknowledgment of Participation & Ownership Form to confirm your acceptance of, and agreement to, such terms and conditions as follows:

- (1) You agree to provide copies of your driver’s license and auto insurance. You acknowledge that you have contacted your auto insurance carrier to obtain any approvals, waivers, or modifications to your policy allowing you to use your own car, or another person’s car, as part of your employment to make catering deliveries and you must provide copies of any such approvals, waivers or modifications.
- (2) You agree to provide proof of ownership for the vehicle that You will be using to drive (the “Vehicle”) by providing a copy of the registration for the Vehicle. If you are not the owner of the Vehicle, You must obtain a copy of the registration from the Vehicle’s owner. The Vehicle must be fully insured with minimum liability coverage as required by Your state and local or provincial areas for use in providing the delivery services and You or the owner must provide certificates of insurance confirming such coverage.
- (3) If You are not the owner of the Vehicle, You and the owner understand and acknowledge the owner must agree to the terms and conditions set forth herein and sign this Acknowledgment of Participation & Ownership Form to confirm the owner’s acceptance of, and agreement to, such terms and conditions and consent to the use of the owner’s Vehicle for use. You or the owner must provide the following information for the Vehicle.

Make / Model / Year: \_\_\_\_\_

License Plate Number: \_\_\_\_\_

- (4) You agree to provide a motor vehicle record report (“MVR Report”) or agree to provide the requisite authorizations for Your employer to obtain Your MVR Report.
- (5) You and/or the owner of the Vehicle acknowledge that there are inherent risks in association with driving a vehicle which could increase the potential for accidents which may cause bodily injury and or property damage.
- (6) You and/or the owner of the Vehicle acknowledge that in the event of an accident You and or the owner of the Vehicle may be personally liable for any resulting bodily injury and or property damage.
- (7) You and/or the owner of the Vehicle acknowledge that it is your obligation to make certain that You and the Vehicle are adequately insured, including any coverage that may be required for use of the vehicle, for the risks associated with being a Driver.

**READ AND AGREED TO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_**

**Employee** desiring to participate as a Driver (“You”).

X \_\_\_\_\_  
SIGNATURE / PRINT NAME

**Vehicle owner’s** agreement to the terms and conditions stated above and consent for the Employee to participate as a Driver using the owner’s Vehicle as the delivery vehicle.

X \_\_\_\_\_  
SIGNATURE / PRINT NAME

**Area Manager’s** acknowledgement that all required documentation has been collected from the Employee desiring to participate as a Driver and or the owner of the Vehicle.

X \_\_\_\_\_  
SIGNATURE / PRINT NAME

### **Documentation Required:**

- \* Copy of Driver’s License
- \* Copy of Vehicle Registration
- \* Copy of Auto Insurance