

**UW Vehicle Passenger Exception Request
Extended Duration Form**

Please complete this form in its entirety if you wish to have a passenger who is not on official University of Wyoming business accompany you on University business travel for a stated period of time. Pursuant to UW's Vehicle Use Policy, passengers are not allowed to travel in UW vehicles unless they are participating in official University business. Exceptions may be granted by the UW Risk Manager under certain limited circumstances where the passenger is necessary and in the best interests of the University (for example, the passenger will be providing you necessary medical assistance or other accommodation to allow your work related travel). This form is to be used if you are requesting that an exception be granted for an extended period of time for the same passenger (i.e., this person will be traveling with you numerous times over the next year, semester, etc.)

Name of UW Driver _____

Purpose of UW Related Travel _____

Name of Proposed Passenger _____

Requested Duration of Exception (i.e. Fall Semester 20XX, Fiscal Year 20XX, Calendar Year 20XX, specified dates)

Reason for Exception Request (provide a detailed explanation for the need to travel with a passenger including but not limited to what role the passenger will play, why the passenger is a necessity, the consequences of the passenger not traveling with you, etc.)

Approved:

Denied:

UW Vehicle Driver's Signature and Date

Risk Manager's Signature and Date