

# SAE Sections

## Policy Regarding Car or Van Pooling to Events

In lieu of forming carpools for transportation purposes to external local Section events, it is Risk Management's recommendation that the Section hire an outside transportation company to escort members.

### Process for hiring a transportation company

- Contact a local transportation company and request a quote and copy [Cody Whelan](#) in SAE Risk Management on all correspondence.
- Tell the transportation company to maintain the following coverages:
  - a) General Liability for bodily injury, personal injury and property damage, including coverage for products/completed operations and contractual liability, with a per occurrence limit of \$1,000,000 and an aggregate limit of \$2,000,000,
  - b) Automobile Liability covering use of all owned, non-owned and hired vehicles with minimum combined single limits of liability for bodily injury and property damage, with combined limits of not less than \$1,000,000 per occurrence, and
  - c) Workers Compensation coverages with statutory limits.
- When you have agreement from the transportation company, ensure they provide a certificate of insurance certifying that:
  - a) The required insurance coverages are in effect and will not be cancelled or materially changed until (30) days after prior written notice has been delivered to SAE International,
  - b) SAE International is designated as an additional insured on the transportation company's General Liability policy and Automobile Liability policy, and
  - c) All of the transportation company's insurance identified herein will be primary and not contributory or excess of any other insurance carried by or on behalf of SAE International.
- Send a copy of the signed contract or agreement to SAE Risk Management.

### Staff Contact for SAE Risk Management

Cody Whelan

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