



**Staff use of private vehicles on University business (institutional tasks)  
Self declaration form**

The undersigned \_\_\_\_\_

Born on \_\_\_ / \_\_\_ / \_\_\_ in the municipality of \_\_\_\_\_

Residing in (address) \_\_\_\_\_, no. \_\_\_ in the municipality of \_\_\_\_\_ Province \_\_\_\_\_

Assigned to (office, department, etc.) \_\_\_\_\_

Appointed to travel on University business from (day) \_\_\_ / \_\_\_ / \_\_\_ to (day) \_\_\_ / \_\_\_ / \_\_\_

To (destination) \_\_\_\_\_ for the purpose of (please specify the type of institutional task) \_\_\_\_\_

**REQUESTS**

to use his or her own vehicle in order to perform the institutional task assigned to him or her, for the following reasons, pursuant to Art. 6 (3) of the *Regulations on Institutional Tasks* (original in Italian: "Regolamento Missioni"):

\_\_\_\_\_

**DECLARES**

being aware of the administrative and criminal penalties concerning false statements as laid down in Articles 75 and 76 of Presidential Decree no.445 of 28 December 2000, that:

- he or she holds a valid driving licence;
- he or she will drive the vehicle \_\_\_\_\_ plate no. \_\_\_\_\_
- the vehicle is regularly covered by civil liability insurance towards third parties and that the insurance policy is currently valid;
- the vehicle complies with the regulations concerning the periodic inspection of motor vehicles.

Pursuant to Legislative Decree no.196 of 30 June 2003 on the protection of persons and other subjects regarding the processing of personal data, the undersigned is aware that such data processing shall comply with the principles of correctness, lawfulness, transparency and safeguard of his or her privacy and rights. Pursuant to Art. 13 of the aforementioned decree we also inform the applicant that such data processing:

- a) is aimed at enabling the request and payment of the due amount, in compliance with the requirements as set out in the applicable regulations;
- b) will be mostly carried out by electronic means.
- c) We also inform the applicant that the data collected by the University may be provided to other public bodies for their institutional purposes, within the limits laid down by the law.

**UNDERTAKES**

to promptly notify the University of any possible change in the above-mentioned data, hereby releasing the University of Verona from all liabilities.

\_\_\_\_\_, \_\_\_ / \_\_\_ / \_\_\_\_\_  
(Place and date)

\_\_\_\_\_  
(Signature)