



**GUIDANCE NOTE ON THE
WAIVER OF LIABILITY BY THIRD PARTIES IN CONNECTION WITH TRAVEL IN UNDP VEHICLES**

- UNDP vehicles are primarily for the use of UNDP for its official business.
- In exceptional cases, carrying of passengers may be extended as a courtesy to non-UN personnel participating in UNDP projects, such as Government or NGO counterparts. In these cases, authorization must be sought from the UNDP Head of Office prior to allowing non-UN passengers on board.
- The UNDP Office should ensure that insurance that covers these passengers in the vehicles is purchased by the UNDP office.
- All Non-UN personnel travelling in UNDP vehicles do so at their own risk and responsibility. The Operations Manager should ensure that the passengers complete and sign this Waiver of Liability Form. After signature by a Passenger, the form should be retained by the Operations Manager for safekeeping.
- No third- party may drive a UNDP vehicle.



WAIVER OF LIABILITY BY THIRD PARTIES IN CONNECTION WITH TRAVEL IN UNDP VEHICLES

I, the undersigned, hereby recognize that my travel on UNDP- provided transport is solely for my own convenience and benefit or that of my employer/organization. In consideration of being permitted to travel on such means of transport, I hereby (a) assume all risks and liabilities during, or in connection with, such travel; and (b) agree that neither UNDP nor any of its officials, agents, consultants or contractors are liable for any personal injury, illness or death, and for property loss or damage that I may suffer during, or in connection with such travel.

To Be Completed By Passenger

Name of Passenger

Organization/Agency

Signature of Passenger

Date

To Be Completed by UNDP

Travel from

Travel to

Date of travel

Name of Head of Office

Signature of Head of Office

Date