



**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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| Title: INSURANCE FOR VOLUNTEERS, DONATED<br>VEHICLES AND EQUIPMENT | Code: II0600 |
| Policy Reference: N/A  |              |

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Volunteers serving station operations are named as an "Additional Insured" under the MATC Commercial General Liability policy, and they are covered as long as they have MATC's permission to drive an insured vehicle. This would not include a volunteer's personal vehicle. MATC's coverage would be excess over the volunteer's own personal auto coverage. Worker's Compensation coverage applies only to employees; there is no coverage for volunteers.

Arrangements must be made with the MATC Business Office to obtain proper insurance coverage prior to the use of rented or donated vehicles and special equipment.

Office of Responsibility: WMVS/WMVT-TV Station Management