William and Mary Athletic Department
Courtesy Car Program

Courtesy cars are provided by dealers to support the athletic program. Recipients of the cars are determined by the Athletic Director. Failure to comply with the program’s guidelines may result in the forfeiture of an individual’s privilege to be assigned a courtesy car.

Operating Guidelines

1. The Senior Associate Athletic Director-External (SAADE) administers the program.
2. Only assigned drivers (W&M staff) may drive the vehicle, except in emergency situations.
3. Driver shall keep car clean and in good repair at all times and follow maintenance schedule suggested by the dealer (oil changes, etc.). Have work done by dealer whenever possible. If the car is not returned clean and in proper working order, the driver will be financially responsible for necessary cleaning and maintenance.
4. Driver must adhere to dealer’s restrictions on maximum mileage permitted on car or the terms of a car’s availability to the courtesy car program.
5. Immediately upon changing cars, the driver must forward to the SAADE the following information:
   b. Vehicle ID#.
   c. Cash value (new) of car.
   d. License Plate Number.
6. Driver must sign quarterly maintenance agreement with Athletic Department. Any damage to a car must be immediately reported to the SAADE. The driver will be responsible for paying for any repairs and should try to work with dealer for repairs (may reduce cost).
7. All drivers are responsible for purchasing their own collision and personal liability insurance at the limits established by the WMAA; minimum liability coverage shall be $100,000/500,000/50,000. Deductible level for liability will be a minimum of $500.00.
8. Driver will pay all traffic tickets.
9. Near the end of each calendar year, courtesy car recipients will receive a form from the payroll office to complete, indicating the amount of vehicle usage that was for personal use, rather than business purposes. The driver will be taxed on the personal value, as if it were income. Each car recipient is solely responsible for the accuracy of the information on that form, and any consequences that result from failing to submit it, or reporting inaccurate amounts. You are strongly encouraged to consult a tax expert. Please complete the form and return to the business office within two weeks. Failure to submit the form can result in the loss of the courtesy car.
**Dealer Benefits**

1. Each car placed in the WMAA Courtesy Car program for 12 months will earn the dealer a tax-deductible contribution with WMAEF. A car in the program less than one year will earn the dealer a pro-rated charitable gift credit.

2. Dealer’s name, address and phone number will be included on the BIG WHEEL CLUB page in both football and basketball programs and mentioned in TRIBE PRIDE.

3. Dealer will receive four season tickets and one priority parking pass for football and men’s basketball.

4. Dealer will receive 50 complimentary general admission tickets to a men’s basketball game.

5. WMAA staff should visit and refer others to courtesy car dealers whenever possible.