

Policy Title: University Driver Approval and Vehicle Operation Policy

Policy Summary: Requirements for Driver Approval and Vehicle Operation

Policy Category: Administration & Operations

Policy Owner: Chief Administration Officer

Policy Summary

Faculty, staff, students, and volunteers who drive for Drake University business or University-sponsored programs must meet the University's driver eligibility criteria and comply with all responsibilities of authorized drivers. Authorized drivers must also promptly report any circumstances that could affect their eligibility to drive.

Purpose

The purpose of this policy is to promote safe driving practices, manage institutional risk, and ensure compliance with the requirements for insurance coverage.

Scope

Those who operate any motor vehicle, including golf carts and utility vehicles, on behalf of the University or as part of a university-sponsored event will be subject to these policies, guidelines and procedures. This policy applies regardless of whether the vehicle is owned by the university, rented, or the personal vehicle of the driver.

Definitions

Authorized Driver – A driver who meets the university's authorized driver qualifications and completes the required approval process.

Point System Criteria – The university establishes a point system for determining driver eligibility. The Office of Risk and Insurance, consulting with the university's automobile insurance carrier, determines the points criteria and publishes it internally for review and reference.

Driver Safety Training – The university establishes and makes available, at no cost to the individual driver, a training program focusing on driver safety.

Primary Drivers – Individuals who (a) drive, on average, four (4) or more times per month nine (9) months a year; or (b) thirty-six (36) times per fiscal year; or (c) transport one or more students for a University Purpose regardless of the number of times such driving occurs.

University Purpose – Driving related to university operations, programming, or related to the performance of a university employee's duties.

Policy

1. Driver Eligibility – Individuals meet the university’s authorized driver qualifications if they meet each of the following criteria:
 - a. Possess a valid, current driver’s license appropriate for the class of vehicles being operated.
 - b. Are at least 18 years of age
 - c. Are eligible under the university’s Point System Criteria
 - d. Have completed the required Driver Safety Training
2. Annual Attestation and Training - To remain eligible, drivers must attest annually to their eligibility by submitting the necessary documentation to the Office of Risk and Insurance and completing any required Driver Safety Training. Failure to submit the necessary information or complete a Driver Safety Training will result in the suspension of driver eligibility to drive for University Purposes.
3. Primary Driver Verification – In addition to all the other requirements of this policy, Primary Drivers are subject to annual Motor Vehicle Record (MVR) checks by the university.
4. Reporting Requirements - Authorized drivers must immediately report the following to their supervisor and the Office of Risk and Insurance:
 - a. Any suspension, revocation, or restriction of their driver’s license.
 - b. Any moving violations, accidents, or citations received while operating a vehicle on university business.
 - c. Any violation that results in the driver becoming disqualified under the University’s Point System Criteria
5. Driving standards - All University drivers must:
 - a. Comply fully with all local, state, and federal motor vehicle laws and regulations.
 - b. Refrain from driving under the influence of alcohol, illegal drugs, or any prescription or non-prescription medication that may impair judgment or the ability to drive safely.
 - c. Prohibit any unauthorized person from operating a university vehicle.
 - d. Drive only when the weather, road, or other conditions make operation safe.
 - e. Refrain from smoking in any University-owned, rented, or leased vehicle.
 - f. Refrain from distracted driving, including texting, eating, reading, etc.
 - g. Follow the manufacturer’s vehicle load limit restrictions and ensure loads are properly balanced.
 - h. Promptly report any vehicle damage, citations, or accidents to their manager and the Office of Risk and Insurance—generally within twenty-four (24) hours of the incident.

- i. Refrain from picking up hitchhikers or offering rides to individuals not authorized to travel in the vehicle.
 - j. Adhere to special rules for large vehicles and the towing of trailers.
- 6. Citations, Fines and Parking Tickets - Drivers are responsible for all citations, fines and parking tickets issued while driving on University business regardless of the circumstances involved. Drivers must promptly report all citations, fines and parking tickets issued while driving on University business to their manager and the Office of Risk and Insurance. Except where extenuating circumstances prevent such reports, a report should be made within twenty-four (24) hours of the incident.
- 7. Personal Vehicles - The owner or driver of a personal vehicle driven for a University Purpose is responsible for any damage that occurs as a result. Insurance coverage, tickets, and any other charges associated with driving a personal vehicle for a University Purpose will remain the responsibility of the driver or owner of the vehicle. The owner of the vehicle is responsible for the deductible portion of the personal collision coverage and is responsible for any increased personal automobile insurance premiums because of any motor vehicle accident.
- 8. Vehicle Operator Responsibility - Approved University drivers have the responsibility to report all traffic citations/incidents, including motor vehicle accidents, received while on university business to their manager. If an Authorized Driver receives a fine or vehicle citation associated with the use of a Drake vehicle, they are personally responsible for that fine or citation.
- 9. Additional Training Requirements - There are additional requirements for drivers of 8-15 passenger vans and when trailers are utilized. Requirements for these special circumstances are maintained by the Office of Risk and Insurance, who approves all requests relating to those special situations. For more information or to complete the certification and driving course, please see the [Large Passenger Motor Vehicle Operation Guidelines](#) and [Trailer Operation Guidelines](#)
- 10. Manager's Responsibility - It is essential for those faculty and staff members who are charged with supervising both student and employee drivers to take an active role in assuring compliance with this policy and all related guidelines and procedures. Managers are in the best position to observe and correct inappropriate or unsafe behavior. Any report of unsafe operation of a vehicle received by the Office of Risk and Insurance will be communicated directly to the manager, department head or senior level administrator of the area involved. Supervisors should be made aware of all University-sponsored travel and driving assignments made on behalf of their department. Supervisors are also responsible for ensuring that driver authorization forms are completed properly and signed and reporting motor vehicle accidents.

Last Review Date: November 2025

Effective Date: August 2021