

Policy Title: Transportation Policy

Policy Summary: Driver and Vehicle Requirements for University Travel

Policy Category: Administration & Operations

Policy Owner: Risk and Insurance Office

Policy Summary

This policy establishes safe and efficient driver and motor vehicle requirements that faculty, staff, students, and Drake volunteers must satisfy in order to travel on behalf of the University or as part of a University-sponsored event.

Purpose

This policy is intended to ensure acceptable University-sponsored travel and usage of all University owned vehicles in order to provide a framework for safe and efficient travel for Drake University while protecting people, equipment, and reducing the frequency of accidents on and off campus.

Scope

All faculty, staff and students who travel on behalf of the University are subject to this policy and the policies, guidelines and procedures it references.

Definitions

Senior Level Administrator: Administrator with responsibility for multiple departments who reports directly to the President of the University.

Policy

Driver Requirements

All persons driving on University business must satisfy the requirements of the [Drake University Driver Approval and Vehicle Operation Policy](#) including completion of all forms and other requirements that may be necessary to obtain approval to drive on behalf of the University or as part of a University-sponsored event. Upon satisfying the necessary requirements for approval, qualified drivers may be approved to drive rental, University leased, courtesy, or personal vehicles for purposes of travel on behalf of the University or as a part of a University-sponsored event.

Large Passenger Rated Vehicle Approval Process

In addition to meeting all requirements for driving on University business, anyone operating vehicles rated for carrying nine or more passengers on behalf of the University must obtain approval through the process outlined in the Drake University's [Large Passenger Motor Vehicle Operations Guidelines](#).

Professional Drivers

Chartered professional drivers are required to follow all guidelines as stipulated for their professional license and certification and must provide the University with a Certificate of Insurance prior to travel.

Accidents

Accidents should be reported according to the procedures outlined in the [Motor Vehicle Accident Guidelines](#).

Types of Vehicles

Individual departments are responsible for making their own travel/transportation arrangements and for determining the best and most practical mode of transportation according to best practices.

Personal Vehicles

Using a personal vehicle to conduct official University business is permitted if other modes of transportation are more costly, not available, or impractical and the use of a personal vehicle has been approved by the department overseeing the travel.

All reimbursements under this policy for use of personal vehicles on behalf of the University will be made according to the University's [Accounts Payable Guidelines](#). The University will reimburse faculty, staff and students, mileage only, for the official approved use of their personal vehicles on behalf of the University at the University's current mileage reimbursement rate. Reimbursement for mileage will be based only on the miles traveled for work related business – mileage from home to work cannot be reimbursed. All reimbursements for personal vehicles used on Drake business will be made according to [Accounts Payable Guidelines](#).

The owner or driver of a personal vehicle will be responsible for the way in which the vehicle is driven and any damage that occurs as a result. Insurance coverage, tickets, and any other problems associated with driving a personal vehicle while on official University business will remain the responsibility of the driver or owner of the vehicle and not the University. There is no physical damage coverage through the University's insurance on personal vehicles and no reimbursement will be made for accident-related repairs. The owner of the vehicle is responsible for the deductible portion of their personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of any accident.

Leased or Rental vehicles

The use of leased or rental vehicles from commercial vendors such as National Car Rental or Enterprise Rent-A-Car is permitted. The operation of these vehicles is subject to the same guidelines and procedures set forth in the [University Driver Approval & Vehicle Operation Policy](#) and [Rental Vehicle Guidelines and Processes](#).

Buses

The use of buses for University-sponsored travel is permitted. Chartered bus drivers are required to follow all guidelines as stipulated for their professional license and certification and must provide the University with a Certificate of Insurance prior to travel.

Airline Transportation

Commercial Airlines are an acceptable means of travel. Tickets must be procured under the travel guidelines established by the University. The University shall maintain final authority to approve the use of an airline.

Commercial air carriers, charter, time-share, and other aircraft may be used for travel purposes and are subject to the provisions below:

1. Chartered Aircraft

Chartered Aircraft agreements must be reviewed by the Risk and Insurance office prior to approval to ensure minimum insurance requirements are met and require signature by the Senior Level Administrator for the applicable unit.

2. Use of Aviation Charterer

The charterer must have expertise in operations, safety and certification for the purpose of evaluating the certifications and safety records of charter air carriers, time-share and other aircraft, and must ensure pilot certifications satisfy the requirements of this policy and FAA guidelines. Prior to flight, the aviation charterer must acknowledge that charter companies, time-share companies, or other aircraft and all pilots flying aircraft meet the requirements of this policy and FAA guidelines.

Last Review Date: July 2021

Effective Date: July 2009