

Policy Title: University Driver Approval and Vehicle Operation Policy

Policy Summary: Requirements for Driver Approval and Vehicle Operation

Policy Category: Administration & Operations

Policy Owner: Risk and Insurance Office

Policy Summary

This policy outlines the requirements for University driver approval and vehicle operation for faculty, students, staff, and volunteers who drive on Drake University business or for Drake University sponsored programming.

Purpose

This policy defines standards of conduct and establishes training and approval processes for faculty, staff, students, and volunteers who operate motor vehicles on behalf of the University or as part of a University-sponsored event. Proper University driver authorization and vehicle usage minimizes transportation costs and liability and helps safeguard University personnel and resources.

Scope

All University owned vehicles and all persons who operate motor vehicles on behalf of the University or as part of a University-sponsored event will be subject to these policies, guidelines and procedures.

Definitions

University driver: Anyone driving on behalf of the University or as a part of a University-sponsored event, including faculty, staff, students, and volunteers.

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

Policy

University Driver Authorization

University drivers must obtain approval for authorization prior to driving on behalf of the University or as part of a University-sponsored event if they meet any of the following criteria:

1. Drive a University-owned vehicle;
2. Drive a vehicle rented by the University for non-personal University business or as part of a University-sponsored event;
3. Drive on behalf of the University or as part of a University-sponsored event an average of five or more times per week;
4. Drive a large passenger vehicle rated for nine or more passengers on behalf of the University or as a part of a University-sponsored event;
5. Are a currently enrolled student transporting other students, faculty or staff in their personal vehicle to field trips, camps or other non-personal University-sponsored business or events; or
6. Are an employee of the University whose essential job functions include driving on behalf of the University or as a part of a University-sponsored event.

To become an authorized University driver and to maintain that authorization status, individuals must:

1. have a valid driver's license.
2. be at least 18 years old.
3. be an active employee/student or a volunteer who has been approved to drive on behalf of the University.
4. have successfully completed driver safety training authorized by Drake University.
5. not be disqualified from driving for exceeding the number of acceptable points using the University's Point System Criteria.

Once an individual becomes an authorized University driver, audits of their driving history will be conducted by the University to verify continued authorization to drive on behalf of the University.

Positions Requiring Driving as an Essential Job Function

Maintaining authorized University driver status is required for positions where driving is an essential job function. Any offer of employment made to job applicants whose work will require driving for the University must be made contingent upon the applicant's meeting the above authorized University driver requirements.

Employees whose job duties require operation of a vehicle as an essential job function who have had a license suspended or revoked must immediately notify their manager of the suspension or revocation. Under no circumstances may a University driver operate a motor vehicle without a valid driver's license.

University Driver Responsibilities

It is the University driver's responsibility to familiarize themselves with University policies, rules and regulations and to operate a motor vehicle in a safe and responsible manner. As such, all University drivers must:

1. Fully abide by local, state and federal vehicle regulations.
2. Not drive under the influence of alcohol or drugs, including prescription and non-prescription drugs that may impair a driver's judgment.
3. Not permit any unauthorized person to drive the motor vehicle.
4. Not drive the vehicle when conditions are too hazardous for safe vehicle operation.
5. Not smoke in any University-owned, rented or leased vehicles.
6. Adhere to the manufacturers' vehicle load limit restrictions, and ensure that the vehicle is loaded in a balanced manner.
7. Promptly report any damage, citations, or motor vehicle accidents to their manager and the Risk and Insurance Office. In most cases, a report should be made within twenty-four (24) hours of the damage, citation or motor vehicle accident.
8. Not pick up hitchhikers or give rides to strangers.

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 Risk and Insurance Office. In most cases, a report should be made within twenty-four (24) hours of the incident.

Personal Vehicles

The owner or driver of a personal vehicle driven on official University business 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 the personal collision coverage and is responsible for any increased personal automobile insurance premiums as a result of any motor vehicle accident.

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 approved driver receives a fine or vehicle citation associated with the use of a Drake vehicle, they are personally responsible for that fine or citation.

Inspection and Maintenance

All Drake University-owned vehicles will be inspected and maintained according to standards set by Drake University. Inspection frequency and reporting requirements can be found in the [Light Vehicle and Golf Cart Inspection Checklist](#). All vehicles requiring a driver with a commercial driver's license are inspected per Department of Transportation regulations.

Trailer Operations

Requirements for trailer operations are discussed in the University's [Trailer Operation Guidelines](#).

Approved Driver Agreement

As part of the University's approval process, drivers must agree to and abide by the safety rules and practices as set out in this University Driver Approval & Vehicle Operation Policy and by signing the [Approved Driver Agreement](#), which requires approved drivers to agree to abide by the terms, conditions, and rules and regulations as set forth in this policy, the University's Transportation Policy, and all other Drake University policies and procedures.

Large Passenger Rated Vehicles

Only current faculty or staff who have completed the certified training and driving course required as part of the large passenger rated vehicle approval process are allowed to be approved to drive large passenger rated vehicles on behalf of the University. For more information or to complete the certification and driving course, please see the [Large Passenger Motor Vehicle Operation Guidelines](#) or email durisk@drake.edu directly.

Student Approved Drivers

All current enrolled students who may be allowed to drive either University-owned vehicles or to transport other students, faculty or staff in their personal vehicle to field trips, camps, University sponsored programs or University sponsored organizations are subject to a review of their past driving history before being allowed to drive on behalf of the University or as part of a University-sponsored event. This review is initiated using the [motor vehicle record request form](#). A student's driver approval will be subject to the University's [Point System Criteria](#). The department on behalf of which the student is driving is responsible for maintaining information regarding whether or not an individual student is allowed to drive University-owned vehicles.

Students who are approved to drive on behalf of the University or as part of a University-sponsored event are required to follow the same requirements and have the same responsibilities as any other approved University driver under this policy.

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 the safe operation of motor vehicles driven on official business. 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 Risk and Insurance office will be communicated directly to the supervisor, 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: N/A

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