

All DU faculty, staff, students, or volunteers who drive DU owned/leased/rented vehicles or drive a personal vehicle as an integral part of any DU program, event, organization or work-related activity must complete the online Driver Safety Course and

If you are renting a vehicle to use on behalf of DU, please purchase the following types of insurance through the rental agency:

1. [Collision Damage Waiver](#) should always be purchased.
2. [Liability Insurance](#) should be purchased and covers damage to or theft of the rental car (if rented with a P-Card, the P-Card may also provide coverage but only in limited circumstances so please reach out to Shared Services before booking for the terms and conditions if you want to use the P-Card Auto Rental Collision Damage Waiver benefit).
3. [Supplemental Liability Insurance](#) should be purchased if any non-DU-employee will be in the vehicle at any time. If an accident occurs, all injuries should be reported through [DU's Incident Reporting System](#).

If you book with Enterprise/National (our preferred vendor) through Concur, the supplemental liability and collision damage waiver insurance are included.

If there will be more than one driver for the rental vehicle, you must contact the rental company to ask about their policy on multiple drivers. It is likely that each additional driver will need to be named, and there will be an additional fee. If this is not done, any unnamed driver may not be covered by the rental car insurance.

If a rental car does not have insurance to cover an accident or incident, any costs related to the accident or incident must be paid by the rental agency.

Only DU authorized individuals may drive a vehicle on behalf of DU at any time. All DU drivers and their passengers must always wear seatbelts. Texting, use of a handheld device (including GPS), or engaging in any other distraction while driving on behalf of DU business or participating in DU activities is prohibited. Hands-free cell phone use is permitted in an emergency situation. Restrictions on texting and use of handheld devices are applicable even if it is not prohibited by state law in which the vehicle is being operated.

Report all accidents while driving on behalf of DU within 24 hours to both Campus Safety (303.871.3000) and ERM (risk@du.edu). Receive emergency medical treatment as necessary after an accident. Any employees injured in a motor vehicle accident while working for DU must report the injury to ERM within 24 hours by filling out the [DU Incident Reporting Form](#). For additional information, refer to [DU's Incident Reporting Procedures](#).