

I. INTRODUCTION

- A.** The University recognizes that the use of motor vehicles is necessary to the functioning of business, athletic, and other programs. This Policy is intended to promote the safe operation of vehicles in connection with University activities and operations, and appropriate care of University property.
- B.** This Policy applies to operation of any motor vehicle to conduct authorized University business or activities.

II. POLICY OVERVIEW

- A.** University vehicles are to be used only for University business or University authorized activities.
- B.** Only Authorized Drivers may operate University vehicles, and all passengers must be on University business or participating in a University activity at the time they are traveling in a University vehicle.
- C.** Any use of University vehicles for personal or commercial purposes is prohibited.
- D.** Persons under the age of 18 are not authorized to drive University vehicles.
- E.** Unless expressly approved by the Office of Enterprise Risk Management, University vehicles may not be driven outside of the United States.
- F.** Any vehicle, whether a University vehicle or not, when used in conducting University business or for any University activity must be operated in

G. Smoking, use or possession of alcohol, use or possession of illegal drugs or controlled substances or other substances or medication that may impair driving ability are prohibited in and/or while operating University vehicles. While in University vehicles, passengers may not smoke, use or possess alcohol, or use or possess illegal drugs or controlled substances. See Policy SAFE 3.20.020 –

requirements, a motor vehicle record (MVR) check, and completion of online driver safety training.

- B. DRIVER QUALIFICATIONS:** All drivers must have a valid U.S. driver's license applicable to the class of vehicle they are driving. All drivers must have the license with them when driving on University business. Drivers are required to notify their supervisor immediately upon suspension or revocation of a driver's license. If a Commercial Driver's License is required as part of an employee's

Insurance company information and policy number; and
Vehicle license plate, make, model, VIN and damage.

- b.** Give to the other driver:
University of Denver insurance information; and
Enterprise Risk Management contact information: risk@du.edu or
303-871-3810.
- c.** Call Campus Safety immediately if on campus at 303-871-3000. If off-campus, once you arrive at a safe location, call Campus Safety at 303-871-2334.
- d.** Contact Enterprise Risk Management within 24 hours at risk@du.edu or 303-871-3810 regardless of the extent of damage.

E. DRUG AND ALCOHOL TESTING. The University reserves the right to test any University employee for alcohol and/or (-3(l)12(9BT 71)-3le)-3(licd)-441(f-3(s)]162 70

