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 – *Possession, Use, or Distribution of Controlled* Substances and Policy PROV 3.20.010 – *Use and Consumption of Alcohol.*

H. University vehicles may not be kept overnight at someone's home without authorization by the head of the applicable department or division that is responsible for the oversight of the vehicle.

I. Except as expressly approved in writing by the Office of Enterprise Risk Management, fifteen (15) passenger vans may not be used to conduct University business or for any other University purpose. This includes rentals in any country. The restriction is specific to the type of van, and not the number of passengers carried (i.e. a 15-passenger van is not permitted even if it has been modified to reduce the seating area and/or is carrying fewer than 15 passengers).

J. Motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct University

who drives any vehicle as part of their job duties is required to comply with the University's **Driving Procedures**, including applicable driver's licensing requirements, a motor vehicle record (MVR) check, and completion of online driver safety training.

B.

Full name, address, phone number;
Driver's license (state, number, date of birth);
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.

Revision Effective Date	Purpose
12/10/2021	*Policy approved*
3/17/2022	*Minor revision to add clarification reflecting practice*
8/1/2022	*Minor revision to add Driving at DU website as a Resource*