

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 prohibited from operating University vehicles.

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. 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 job duties, the driver must follow and keep current with both state and U.S. Department of Transportation (DOT) guidelines, rules and regulations.

C. SAFETY.

1. Driving while under the influence of drugs, alcohol or medications; driving with a suspended license; leaving the scene of an accident; failing to immediately report an accident on or off campus; failing to inform the appropriate supervisor of a license suspension or revocation; and, for drivers with a Commercial Driver's License, violation of state or federal regulations, are prohibited and may result in immediate disciplinary action including loss of driving privileges up to and including separation from the University. See Policy PROV 3.20.010 –

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.** 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 303-871-871

1. The driver must be prepared to provide proof of personal automobile insurance.
 2. The driver/vehicle's personal auto insurance provides primary insurance with minimum liability coverage of \$100,000 per person/\$300,000 per incident.
 3. The driver is responsible for the personal auto insurance deductible(s).
 4. A University accident report must be filed if there are personal injuries to anyone involved in the accident or if non-University property is damaged, other than the driver's vehicle.
- J. Oversight Responsibilities. The following chart is provided as a guide identifying the University departments responsible for the implementation of the processes outlined in this Policy:

Responsible Department	Responsibility
Enterprise Risk Management	Insurance <u>Driving Procedures</u> Driver safety training Motor vehicle record (MVR) checks Receive accident reports
Campus Safety	Receive Accident reports
Fleet Management	Maintenance of University vehicles that are maintained by Fleet Management

IV. DEFINITIONS

- A. **“Authorized Driver”** is an employee or student who meets the driver qualifications, and who has been authorized to drive a University vehicle. Guests, volunteers, or interns who are not students or employees are not Authorized Drivers.
- B. **“Motor Vehicle Record”** a summary of a driver's convictions and accidents on file with such driver's home state.
- C. **“University vehicle”** is any motorized device for land transportation that is owned, leased, borrowed or rented by the University, including without limitation automobiles, vans, trucks, RTVs, tractors, snowplows, and golf carts.

Revision Effective Date	Purpose
12/10/2021	<i>Policy approved</i>
3/17/2022	<i>Minor revision to add clarification reflecting practice</i>