

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 (including golf carts and utility vehicles) on behalf of the University or as part of a University-sponsored event. Proper University driver authorization and vehicle usage minimizes liability and establishes who operate motor vehicles (including golf carts and utility 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

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

approved driver receives a fine or vehicle citation associated with the use of a Drake vehicle,

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.