

# DEPAUL UNIVERSITY



## Changes to University Vehicle, Driver and Travel Safety Policy

The updated policy can be found at: <https://offices.depaul.edu/secretary/policies-procedures/policies/Pages/default.aspx?dpusearchbyid=436>

1. Drivers still must be at least 18 years old to become certified. 18-20 year old drivers used to be limited to Local Travel only (previously defined as within the counties of Cook, DuPage, Kane, Lake, McHenry, and Will). The concept of Local Travel has been removed.
2. The use of passenger vans is now restricted to drivers who are 21+.
3. Extended Trips are defined as trips covering more than 150 miles one way. These additional requirements apply to Extended Trips:
  - a. There must be at least 2 certified Drivers on the trip.
  - b. A travel itinerary must be submitted to the appropriate supervisor prior to departure.
  - c. Drivers should rotate about every 2 hours and cover no more than 400 miles per day.
4. The definition of University Business has been edited for clarity:

**Old definition:** “University Business” is any activity, event, or other business that is (a) sponsored by the University, (b) connected to an employee’s employment at the University, or, (c) connected to a student’s curricular or extra-curricular activities.

**New definition:** University Business is any activity or event that is (a) sponsored by the University, (b) during the course of an employee's employment at the University; or, (c) University arranged transportation during the course of a student's curricular or extra-curricular activities. Note: This policy does not intend to cover situations where the University is not providing or arranging for transportation to an activity, such as students choosing to carpool to class or extracurricular activities on their own.

5. The Vehicle Insurance section has been edited to specify that personally owned vehicles are not insured under the University insurance. Drivers of personal vehicles are responsible for maintaining their own insurance.
6. The Department Procedures section has been edited to require that drivers immediately report any change in their license status (suspension, revocation, etc.) to their supervisor.

It is each department’s responsibility to ensure that these requirements are met for all who require certification (see the definition of “Driver”). Please note that the Student Travel Policy may also apply to certain driving trips involving students. Please see Global Engagement’s [Travel Registration](#) page for details.

If you have any questions about the policy changes, please contact EHS at [chsoffice@depaul.edu](mailto:chsoffice@depaul.edu).