

# DEPAUL UNIVERSITY



## University Vehicle, Driver and Travel Safety

**Category:** Operations

**Responsible Department:** Compliance & Risk Management

**Responsible Officer:** Executive Vice President

**Effective Date:** 03/06/2019

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### Policy Summary

This policy explains the responsibilities and requirements related to vehicles owned by the University (including vehicles subject to a long-term lease); and explains the responsibilities and qualifications for drivers of vehicles owned by the University and for drivers who use any vehicle, including a personal or rental vehicle, to transport students for purposes related to University business.

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### Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community who use vehicles that are owned by the University (including vehicles subject to a long-term lease), and those who use any vehicle to transport students for purposes related to University business.

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### Policy

Definitions for capitalized defined terms are located at the end of this section.

#### Driver Eligibility and Certification Requirements

All Drivers who will drive University Vehicles, or transport students for University Business in any vehicle, must meet the following eligibility requirements:

1. Have a valid state-issued driver's license;
2. Have no more than two at-fault accidents/violations within the last three years;
3. Have no DUI or DWI convictions within the last five years or multiple DUI/DWI violations; and
4. Be at least 18 years old. Note: Drivers who wish to utilize vans must be at least 21 years old.

Additionally, Drivers who will drive University Vehicles, or transport students for University Business in any vehicle, must participate in the Driver Certification process facilitated by Environmental Health & Safety. The Driver

Certification process may be initiated by filling out a "Motor Vehicle Form" available on the [Environmental Health & Safety website](#). The following requirements apply to the Driver Certification process:

1. The Driver Certification process includes a driving record check and an online driver training program. Drivers will be notified within 4-5 business days if they have successfully completed the Driver Certification process. Note: Fees for driving record checks vary by state and will be charged back to the department requesting Driver Certification.
2. To remain certified, employees must successfully complete the Driver Certification process every three years and students must successfully complete the Driver Certification process annually. Note: Drivers who are involved in an accident while driving on University Business or while transporting students, must repeat the Driver Certification process after the accident to remain certified.
3. Departments are responsible for ensuring that their employees and/or students successfully complete the Driver Certification process as required by this policy.
4. If the results of a driving record check indicate that a requesting Driver might not meet the requirements for Driver Certification, the results will be shared with the requesting Driver's immediate supervisor in the case of faculty/staff/student employees or with the applicable program advisor/sponsor in the case of students.
5. As required by law, prior to taking any action based on adverse information provided through the driving record check, the University will provide the requesting Driver with a copy of the driving record check report and a copy of A Summary of Your Rights under the Fair Credit Reporting Act. If the requesting Driver disputes the accuracy of the reported driving record, the burden of proof lies with the requesting Driver. If the requesting Driver can prove the inaccuracy of the results, or provide reasonable documentation to the contrary, the University has the discretion to authorize their certification as a Driver.
6. In all cases, once a determination regarding Driver Certification has been made, the determination will be shared with the Driver's immediate supervisor in the case of faculty/staff/student employees or with the applicable program advisor/sponsor in the case of students.

Note: Any exceptions to stated driver eligibility and certification requirements must be authorized by the respective University Officer and approved by Environmental Health & Safety.

### **Driver Responsibilities**

Drivers are required to:

1. Adhere to all rules of the road, including those related to mobile device usage. Applicable mobile device laws vary by municipality and by state; drivers must be aware of the laws within the area they intend to drive.
2. Inspect University Vehicles before and after driving for safety concerns. Report any defects immediately to the supervisor of the department to which the University Vehicle is assigned.
3. Not permit anyone who has not successfully completed the Driver Certification process to operate a University Vehicle or to transport students for University Business in any vehicle. Drivers and departments should plan ahead to share driving responsibilities on Extended Trips (or on occasions in which a designated driver may be appropriate) with others who have successfully completed the Driver Certification process.
4. Allow no more than 10 occupants per vehicle, including the driver. For this reason, any fifteen-person passenger vans that are University Vehicles or are used to transport students for University Business must have the backseat removed prior to travel.
5. Require all occupants of University Vehicles and vehicles used to transport students for University Business to wear a seat belt.
6. Report all accidents involving University Vehicles or vehicles used to transport students for University Business to Public Safety and to the Driver's immediate supervisor (or the program advisor/sponsor). Report all off-campus accidents involving University Vehicles or vehicles used to transport students for University Business to the police department in the location where the accident occurred, to the Driver's immediate supervisor (or the program advisor/sponsor), and email details to [insuranceclaim@depaul.edu](mailto:insuranceclaim@depaul.edu).
7. Immediately report all fines or traffic violations received while driving a University Vehicle to the supervisor of the department to which the University Vehicle is assigned.

Drivers on Extended Trips are subject to the additional requirements below:

1. There must be at least 2 certified Drivers on the trip.
2. A travel itinerary must be submitted to the appropriate supervisor prior to departure.
3. Drivers should rotate about every 2 hours and cover no more than 400 miles per day.

Definitions:

- **Driver:** A "Driver" is an employee or student who drives a University Vehicle or any vehicle to transport students for University Business. Note: An employee or student who chooses to utilize a personal or rental vehicle to transport them self or other non-student participants to a University-sponsored event or activity, is not a Driver under this policy and is therefore not required to meet the Driver Certification requirements.
- **Extended Trip:** Trips covering more than 150 miles one way.
- **University Business:** "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.
- **University Vehicle:** A "University Vehicle" is a vehicle that is owned (or subject to a long-term lease) by DePaul University.

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## Procedures

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### Vehicle Insurance

Compliance & Risk Management is responsible for maintaining proper insurance for the fleet of University Vehicles. This includes:

- Procuring all insurance for University Vehicles. Note: Departments must consult with Compliance & Risk Management for insurance information prior to purchasing, leasing or renting a vehicle.
- Vehicles rented on University business within the United States and Canada are insured by DePaul University. The department should decline any insurance coverage offered by the rental company. A copy of the insurance card may be requested from Compliance & Risk Management.
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- Personally, owned vehicles are not insured under the University insurance. Drivers of personal vehicles are responsible for maintaining their own insurance.
- Maintaining a central list of all owned/leased University Vehicles, and distributing insurance cards to the departments to which University Vehicles are assigned.

### Vehicle Maintenance

Individual departments are responsible for making sure that any University Vehicles housed in the department are properly maintained in accordance with state and local laws. This includes but is not limited to:

- Annual license plate and registration updates.
- Annual City Sticker updates (as applicable).
- Emissions testing (as applicable).
- Annual parking permit renewal (as applicable).
- Routine safety inspections, especially ensuring that tires are properly inflated and in good condition.
- Routine and non-routine maintenance and repairs as per manufacturer's specifications or as recommended by a certified vehicle repair facility.

### Departmental Procedures

Departments that utilize University Vehicles, or plan to transport students for University Business using any vehicle, are responsible for developing appropriate departmental procedures to elaborate and specifically define roles and responsibilities in accordance with this policy. It is the department's responsibility to ensure drivers hold a valid driver's license for the duration of their certification. Drivers must immediately report any change in their license status (suspension, revocation, etc.) to their supervisor.

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## **Divisional Collaborations**

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Athletics  
Office of the General Counsel  
Human Resources  
Public Safety  
Student Affairs  
Facility Operations

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## **Contact Information**

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Environmental Health & Safety  
[Website](#)

Manager, Risk & Insurance  
Compliance & Risk Management  
[Website](#)

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## **Appendices**

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None.

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## **History/Revisions**

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Origination Date: 01/01/2002  
Last Amended Date: 03/06/2019  
Next Review Date: N/A