University Vehicle, Driver and Travel Safety

Category: Operations
Responsible Department: Compliance & Risk Management
Responsible Officer: Executive Vice President
Effective Date: 12/04/2019

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.

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.

This policy does not apply 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.

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 and have held valid state-issued and/or international driver's license(s) for a minimum of two years;
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. Drivers who wish to operate a Full-size Van 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.
   a. To be additionally certified to drive a Full-size Van Drivers must complete the Van Driver Safety training program facilitated by Environmental Health & Safety.
   b. To be additionally certified as a Driver for Extended Trips, Drivers must also complete the Extended Trip Safety training program facilitated by Environmental Health & Safety.

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. 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.

Any exceptions to stated Driver eligibility and certification requirements must be authorized by the respective University Officer.

**Driver Responsibilities**

Drivers are required to:

1. Adhere to all rules of the road and drive safely for the vehicle and road conditions.
2. Refrain from Distracted Driving.
   a. While a vehicle is in motion or stopped at a traffic light Drivers are prohibited from using personal electronic devices (cell phone, iPad, headphones, etc.) This includes, but is not
limited to: answering or making phone calls; engaging in phone conversations; reading or responding to emails, instant messages, and text messages; surfing the internet; and programming a GPS device. A Driver's medical devices that do not have a driving restriction during their use are exempt from this requirement.

b. GPS devices may be used for navigation and should be set to provide audio navigation. Drivers may only program a GPS device when the vehicle is safely at the side of the road or another safe location.

c. Unless a phone is being used as a GPS device, a Driver must turn their phone(s) off, put them on silent/vibrate mode, or give them to a passenger before starting a vehicle. Drivers may only use a phone when the vehicle is safely at the side of the road or another safe location.

3. Refrain from Impaired Driving.

a. Drivers must not operate a vehicle if their ability to safely operate a vehicle is impaired.

b. Drivers must take a break or rotate with another Driver if experiencing drowsiness or other impairment to their ability to drive safely.

c. Drivers must take a break of at least ten minutes or rotate with another Driver approximately every 2 hours.

d. A Driver may drive no more than eight hours in a single day.

4. 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.

5. 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 an additional Driver may be appropriate. Drivers may only share driving responsibilities with others who have successfully completed the Driver Certification process.

6. Allow no more than ten 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.

7. Require all occupants of University Vehicles and vehicles used to transport students for University Business to wear a seat belt.

8. Use University Vehicles only for University Business and only transport individuals involved in the University Business in a University Vehicle. Driving University Vehicles for personal use is prohibited. Transporting family members, friends, or anyone else not involved in the University Business in a University Vehicle is prohibited.

9. 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.

10. 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 assume all responsibility for any and all fines or traffic violations and citations associated with use of a university vehicle.
Drivers on Extended Trips are subject to the additional requirements below:

1. There must be at least 2 certified Drivers on the Extended Trip.
2. Between each day of driving, Drivers must have at least nine contiguous hours of rest.
3. During Extended Trips, driving is limited to 5:00am to midnight in the time zone of the vehicle.
4. A travel itinerary must be submitted prior to departure listing all Drivers on the trip. If multiple Drivers would submit to the same individual or office, only one itinerary may be provided for all Drivers.
   a. Drivers for a Club Sports Extended Trip must have the itinerary approved by the Club Sports office.
   b. Drivers for a Student Organization’s Extended Trip must have the itinerary approved by the Office of Student Involvement.
   c. Drivers for an Athletics’ Extended Trip must have the travel itinerary and list of passengers approved by the sponsoring Athletics department.
   d. Students unaccompanied by faculty or staff and not traveling for a club sport, a student organization, or Athletics extended trip must submit the itinerary for approval to the departmental office for the unit sponsoring the trip.
   e. Staff submit the itinerary to the manager who approved the travel.
   f. Faculty submit the itinerary to their departmental office.

Any exceptions to stated Driver requirements must be authorized by the respective University Officer.

Definitions:

- **Distracted Driving**: The diversion of attention from driving, as a result of the Driver focusing on a non-driving object, activity, event, or person. Distractions includes visual distractions (taking eyes off the road), manual distractions (taking hands off the steering wheel) and cognitive distractions (taking mind off of driving).

- **Driver**: A "Driver" is:
  - An employee or student who drives a University Vehicle, or
  - With authorization of the VP/dean of the contracting unit, a contractor who drives a University Vehicle, or
  - A student or employee who uses any vehicle to transport students for University Business.

An employee or student who chooses to utilize a personal or rental vehicle to transport themselves 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. An individual employed by a commercial transportation service engaged to transport students is not a Driver under this policy and is therefore not required to meet the Driver Certification requirements.

- **Extended Trip**: An “Extended Trip” covers more than 400 miles one way.
• **Full-size Van:** A “Full-size Van” is a vehicle with a maximum seating capacity of ten or more passengers if all seating is installed. Even if the passenger carrying capacity is limited because seats have been removed or the vehicle has been converted to carry cargo, such a vehicle is considered a full-size van due to the physical characteristics that impact such a vehicle’s driving behavior and handling.

• **Impaired Driving:** Operating a vehicle while affected by alcohol, legal or illegal drugs, sleepiness or with a medical condition which affects driving.

• **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) the University arranged transportation during the course of a student's curricular or extra-curricular activities. While traveling on University Business, use of the vehicle to support reasonable personal needs, such as travel to restaurants or stores, is permitted.

• **University Vehicle:** A "University Vehicle" is a vehicle that is owned (or subject to a long-term lease) by DePaul University.

**Procedures**

**Vehicle Insurance**

Personally owned vehicles are not insured under the University insurance. Drivers of personal vehicles are responsible for maintaining their own insurance.

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

• Procuring all insurance for University Vehicles. 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.
• 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. The supervisor must immediately notify Compliance & Risk Management of a change of license status.

Divisional Collaborations

Academic Affairs
Athletics
Campus Recreation (Club Sports)
Office of the General Counsel
Human Resources
Public Safety
Student Affairs
Facility Operations

Contact Information

Manager, Risk & Insurance
compliance@depaul.edu
312-362-6880

Environmental Health & Safety
Website

Manager, Risk & Insurance
Compliance & Risk Management
Website

Appendices

None.

History/Revisions

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https://www.cdc.gov/motorvehiclesafety/Distracted_Driving/index.html