

DEPAUL UNIVERSITY



University Vehicle, Driver and Travel Safety

Category: Operations

Responsible Department: Environmental Health & Safety

Responsible Officer: Treasurer

Effective Date: 9/4/2025

Policy Summary

This policy explains the responsibilities and requirements related to University Vehicles and for Drivers as defined by this policy.

Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the University Community who use University Vehicles or who meet this policy's definition of a Driver.

This policy does not apply in 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 must meet the following eligibility requirements:

1. Have and have held a driver's license that is valid in the state of Illinois 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 or transport minor children must be at least 21 years old.

Additionally, Drivers must successfully complete the Driver Certification process facilitated by Environmental Health & Safety. The Driver Certification process may be initiated by filling out a Driver Certification Request (DCR) 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 which includes additional training for those seeking to drive Full-Size Vans. Drivers holding licenses from certain states and countries may be asked to provide their own driving record. Drivers will be notified within 4-5 business days if they have successfully completed the Driver Certification process.
2. To remain certified, Drivers must successfully complete the Driver Certification process annually. Drivers who are involved in an accident while driving on University Business may be asked to repeat the Driver Certification process after the accident to remain certified.
3. Departments are responsible for ensuring that their employees, students, and volunteers 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/volunteers 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/volunteers 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 using a cell phone while driving except for hands-free GPS navigation.
3. Refrain from driving while impaired (i.e., affected by alcohol, legal or illegal drugs, drowsiness or with a medical condition which affects driving).

4. Inspect University Vehicles and vehicles used for University Business for safety concerns before and after driving. Report any defects immediately to the supervisor of the department to which the University Vehicle is assigned/the rental company/other appropriate party.
5. Not permit anyone who has not successfully completed the Driver Certification process to operate a University Vehicle or any vehicle for University Business. Drivers and departments should plan ahead to share driving responsibilities on Extended Trips and 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 for University Business must have the backseat removed prior to travel.
7. Require all occupants of University Vehicles and vehicles used 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 that occur while driving on University Business to Public Safety and the Driver's immediate supervisor (or the program advisor/sponsor), and send details to insuranceclaim@depaul.edu. If an accident takes place off campus, also report to the police department in the location where the accident occurred. For all accidents involving another vehicle, the Driver should obtain the other party's contact and insurance information.
10. Immediately report all fines or traffic violations received while driving on University Business to the supervisor of the department to which the University Vehicle is assigned and/or Environmental Health & Safety. Drivers assume all responsibility for any and all fines or traffic violations and citations associated with any vehicles driven for University Business.
11. If approval has been granted by the Dean or Vice President of the sponsoring unit to transport minor children, ensure that all requirements of the Protection of Minor Children policy are met, including but not limited to having a minimum of 2 Authorized Adults in the vehicle per minor child.

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 continuous hours of rest.
3. 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.
 - 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:

- **Driver:** A “Driver” is:
 - An employee, student or volunteer who drives a University Vehicle, or
 - An employee who is routinely required to operate a rental vehicle for University Business, or
 - An employee, student or volunteer who uses any vehicle to transport students or minor children for University Business, or
With authorization of the Vice President/Dean of the contracting unit, a contractor who drives a University Vehicle.

An individual employed by a commercial transportation service engaged by DePaul 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.
- **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 (greater than 1 month) 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.

The Insurance Office is responsible for maintaining proper insurance for the fleet of University Vehicles. This includes:

- Procuring all insurance for University Vehicles. Departments must consult with Insurance 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 must be requested from 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 and the vehicle owner/operator manual. Documentation of maintenance must be maintained for at least a year. 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 conduct 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 or applicable program advisor/sponsor and Environmental Health & Safety.

Divisional Collaborations

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

Contact Information

Environmental Health & Safety

Appendices

None.

History/Revisions

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