

Driving Policy

Driving Requirements: All DU personnel who drive owned, leased and rental vehicles for the University of Denver must pass the DU Defensive Driving Course offered by Department of Risk Management (For classes see: DU Calendar). Non-students or staff may volunteer to drive for a specific function but are also required to take the course. No unauthorized person may drive a DU vehicle at any time.

Motor Vehicle Record (MVR) Guidelines: Annual MVR checks for all drivers of DU vehicles as an essential duty in their job are required. License must be valid; prior 3-5 years record weighted heaviest per insurer guidelines.

Insurance Cards for Vehicles: Expire June 30 of each year. Cards can be obtained by calling 303.871.2354.

Insurance Recharges: Insurance for all University leased/owned vehicles is charged to the department annually.

DU Defensive Driving Course Completion Cards: Should be maintained by drivers at all times. If lost, the driver may be required to re-take the course. Card validation is based on MVR check.

Loss of Driving Privilege: Driving a DU vehicle is a privilege that can be revoked. Revocation may be triggered by an MVR check showing unacceptable history and accident frequency. If you receive any of the following that could compromise your eligibility to drive for DU you must report the citation to your supervisor immediately. You may lose your driving privileges if you have:

- A DUI or DWAI in the last 5 years
- Speeding ticket for 20+ mph over the posted speed limit
- Cancellations or suspensions with in the last 3 years
- Reckless driving ticket
- Excess of 7 points in the 3 most recent years
- Criminal conviction with a motor vehicle
- Any combination of 2 or more moving violations or collisions in the last 12 months

Personal Vehicles: Personal vehicles are not covered by DU insurance, however if a DU employee is injured while on University business they may be covered under Workers' Compensation.

Use of DU Vehicle as a Personal Vehicle: Vehicles are occasionally assigned specifically to an individual for personal and full time use, upon approval of their supervisor. Only authorized individuals may ride or drive a university vehicle at any time.

Seatbelts: All persons in DU vehicles (owned/leased/rental) are required to wear seatbelts at all times.

15-Passenger Van Policy: 15-passenger vans are not allowed.

Rental Car Insurance: All liability and property damage insurance should be accepted and paid for by department renting vehicle, otherwise, DU deductibles apply. Do not use personal insurance for DU business.

Accident Reporting: All accidents involving DU owned, leased or rental vehicles shall be reported to Risk Management and Campus Safety within 24 hours due to liability issues. A report must be made for record with Campus Safety.

- Campus Safety: 303.871.3000
- Risk Management: 303.871.2354

Injuries: All injuries should be treated immediately by paramedics at the scene or if not an emergency, by a doctor or local hospital.

Employee Work-Related Injuries: If the injured party an employee of the university, the injury should be reported to the Department of Risk Management at 303.871.2354 within 24 hours. See "Workers' Compensation" reporting procedures at www.du.edu/risk.

Deductibles: University owned/leased autos are:

- Property Deductible \$10,000 This deductible is the responsibility of the department if vehicle is less than 5 years old
- 3rd Party liability \$25,000