

# DU Driving Procedures

## 1. Driving Prerequisites

All DU faculty, staff, students, or volunteers who drive DU owned/leased/rented vehicles or drive a personal vehicle as an integral part of any DU program, event, organization or work-related activity must complete the online Driver Safety Course and submit to a Motor Vehicle Record (MVR) check coordinated by Enterprise Risk Management (ERM). To enroll in the Driver Safety Course and request the MVR check, follow the instructions on the [ERM website](#). Complete both steps and receive approval **before** driving on behalf of DU.

## 2. MVR Checks

An MVR check must be completed every three years. DU drivers must have a valid U.S. driver's license that is not subject to any passenger or curfew restrictions. Colorado law requires drivers to obtain a Colorado driver's license after meeting [residency requirements](#) (other states' requirements may vary). Failure to obtain an in-state license when required by law may result in denial of insurance coverage. You may be denied driving privileges, or your privileges may be revoked, if any of the following appear on your MVR:

- DUI (driving under the influence), DWAI (driving while ability impaired), or similar infraction within the last 5 years
- Speeding for 20+ mph over the posted speed limit within the last 3 years
- Cancellations or suspensions within the last 3 years
- Reckless driving
- More than 7 points accumulated within the last 3 years
- Criminal conviction with a motor vehicle
- Any combination of 2 or more moving violations or collisions within the last 12 months

Driving a DU vehicle is a privilege that can be revoked. DU personnel must immediately report to their supervisors any convictions for the above infractions, whether or not incurred while driving on behalf of DU. Revocation of DU driving privileges may be triggered by a subsequent conviction for any of the infractions listed above or an MVR check showing an unacceptable history.

## 3. DU Vehicle Insurance Coverage and Policy Deductibles

Obtain insurance cards for DU owned/leased vehicles by e-mailing [risk@du.edu](mailto:risk@du.edu). Cards expire annually on June 30. DU owned/leased autos carry the following insurance coverages:

- **Collision/Comprehensive:** Coverage applies to damage to a DU owned motor vehicle, less than 5-7 model years old (depending on when the vehicle was added to the policy), that was caused by an impact with another vehicle or object. The deductible is \$2,000. Payment for the cost of repairs below the deductible is the responsibility of the driver's department.
- **Liability:** Coverage applies to personal injury and property damage suffered by third persons due to actions of a person driving a DU vehicle. The deductible is \$25,000. Payment of amounts below the deductible are the responsibility of the driver's department.

## 4. Personal Vehicle Insurance Coverage

When driving a personal vehicle on behalf of DU, the driver's or vehicle owner's personal insurance provides primary coverage for any accidents. DU will not reimburse payments made toward personal policy deductibles. DU's auto insurance may provide excess liability coverage after personal liability coverage is exhausted, but it will not provide any collision/comprehensive coverage on personal vehicles.

## 5. Rental Vehicle Insurance Coverage

If you are renting a vehicle to use on behalf of DU, please purchase the following types of insurance through the rental agency:

1. **Supplemental Liability Protection\*** should always be purchased.
2. **Collision Damage Waiver or Loss Damage Waiver\*** should be purchased and covers damage to or theft of the rental car (if rented with a P-Card, the P-Card may also provide coverage but only in limited circumstances so please reach out to Shared Services before booking for the terms and conditions if you want to use the P-Card Auto Rental Collision Damage Waiver benefit).
3. **Personal Accident Insurance** should be purchased if any non-DU-employee will be in the vehicle at any time. (DU's Workers' Compensation Insurance applies to employee injuries. All employee injuries should be reported through [DU's workers' compensation procedures.](#))

\*If you book with Enterprise/National (our preferred vendor) through Concur, the supplemental liability and collision damage waiver insurance are included.

If there will be more than one driver for the rental vehicle, you must contact the rental company to ask about their policy on multiple drivers. It is likely that each additional driver will need to be named, and there will be an additional fee. If this is not done, any unnamed driver may not be covered by the rental car insurance.

If a rental car does not have insurance to cover an accident or incident, any costs related to the accident or incident must be paid for by the driver's department or organization.

## 6. Safety

Only DU authorized individuals may drive a vehicle on behalf of DU at any time. All DU drivers and their passengers must always wear seatbelts. Texting, use of a handheld device (including GPS), or engaging in any other distraction that takes the driver's eyes off the road or hands off the wheel while on DU business or participating in DU activities is prohibited. Hands-free cell phone use is permitted in an emergency situation. Restrictions on texting and use of handheld devices are applicable even if it is not prohibited by state law in which the vehicle is being operated.

## 7. Accidents

Report all accidents while driving on behalf of DU within 24 hours to both Campus Safety (303.871.3000) and ERM ([risk@du.edu](mailto:risk@du.edu)). Receive emergency medical treatment as necessary after an accident. Any employees injured in a motor vehicle accident while working for DU must report the injury to ERM within 24 hours by filling out the [Employee's First Report of Injury](#) form. For additional information, refer to [DU Workers' Compensation Claim Reporting Procedures](#).