

Driving and Vehicle Insurance Procedures

Driving Requirements: All DU personnel who drive DU owned/leased/rented vehicles or regularly drive personal vehicles on behalf of the University must complete the online Defensive Driving Course and a Motor Vehicle Record (MVR) check offered by the Office of Enterprise Risk Management.

- To enroll in the Defensive Driving Course, please contact Enterprise Risk Management with your name, e-mail address, department or supervisor name, and DU ID (if available) at risk@du.edu.
- Drivers of DU owned/leased/rented vehicles must submit to a Motor Vehicle Record (MVR) check which is to be updated every three years per the guidelines listed below.
- Non-student and staff volunteers are also subject to these guidelines. No unauthorized person may drive a DU owned/leased/rented vehicle at any time.

Motor Vehicle Record (MVR) Guidelines: DU drivers must have a valid driver's license. You may not be granted driving privileges, or your privileges may be revoked if you have any of the following:

- 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

Driving a DU vehicle is a privilege that can be revoked. Revocation may be triggered by an MVR check showing an unacceptable history or by receiving a citation for any of the infractions listed above. Report any citations to your supervisor immediately.

Insurance Cards for DU vehicles only: Expire June 30 of each year. Cards can be obtained by e-mailing risk@du.edu or by calling 303.871.3810.

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

Deductibles: University owned/leased autos are:

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

Personal Vehicles: Personal vehicles are not covered by DU insurance and DU will not reimburse personal policy deductibles. 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 by a supervisor to an individual for personal and full-time use. Only authorized individuals may drive a DU vehicle at any time.

Seatbelts: All DU drivers are required to wear seatbelts at all times.

Cellphone Policy: DU drivers may not use a handheld cell phone while operating a vehicle whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, reading or responding to emails, viewing or responding to instant messages, and/or text messages. An employee must pull over to a safe location to use any device.

Accident Reporting: All accidents involving DU owned/ leased/ rented vehicles must be reported to Enterprise Risk Management and Campus Safety within 24 hours. A report must be made for record with Campus Safety.

- Campus Safety: 303.871.3000
- Enterprise Risk Management: 303.871.3810 or by email at risk@du.edu

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

Employee Work-Related Injuries: If the injured party is an employee of the University, report the injury to Enterprise Risk Management at 303.871.3810 within 24 hours. See "Workers' Compensation" reporting procedures at www.du.edu/risk.