

## Driving Procedures

**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 a DU-sponsored organization, program, or event 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 of these steps before driving on behalf of DU, and request a new MVR check every 3 years.

**MVR Checks:** DU drivers must have a valid driver's license. You may be denied driving privileges, or your privileges may be revoked if any of the following appear on your MVR:

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

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

**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/Comp (on vehicles less than 5 years old): Collision/Comp coverage applies to damage to a DU motor vehicle caused by an impact with another vehicle or object. The deductible is \$10,000. Payment for the cost of repairs below the deductible is the responsibility of the driver's department.
- Liability: 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 may be the responsibility of the driver's department.

**Personal Vehicle Insurance Coverage:** When driving a personal vehicle on behalf of DU, the driver's personal insurance provides primary coverage for any accidents. DU will not reimburse payments made toward personal policy deductibles. DU auto liability insurance is excess to personal coverage.

**Safety:** Only DU authorized individuals may drive a DU vehicle at any time. All DU drivers and their passengers must wear seatbelts at all times. DU drivers may not use a cell phone while operating a vehicle whether the vehicle is in motion or stopped in traffic. Use of a cell phone includes, but is not limited to, answering or making phone calls; and reading or responding to emails, instant messages, text messages, or other forms of communication. Park at a safe location to use a cell phone.

**Accidents:** Report all accidents while driving on behalf of DU within 24 hours to both Campus Safety (303.871.3000) and Enterprise Risk Management (303.871.3810 or [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 Enterprise Risk Management within 24 hours. For additional information, refer to [DU Workers' Compensation Claim Reporting Procedures](#).