



UNIVERSITY of
DENVER

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POLICY MANUAL
USE OF UNIVERSITY VEHICLES

Responsible Department: Enterprise Risk Management

Recommended By: Executive Director for Enterprise Risk Management, Vice Chancellor for Facilities Management and Planning, SVC Business and Financial Affairs

Approved By: Chancellor

Policy Number
RISK12.10.010

Effective Date
12/10/2021

I. INTRODUCTION

- A. The University recognizes that the use of motor vehicles is necessary to the functioning of business, athletic, and other programs. This Policy is intended to promote the safe operation of vehicles in connection with University activities and operations, and appropriate care of University property.
- B. This Policy applies to operation of any motor vehicle to conduct authorized University business or activities.

II. POLICY OVERVIEW

- A. University vehicles are to be used only for University business or University authorized activities.
- B. Only Authorized Drivers may operate University vehicles, and all passengers must be on University business or participating in a University activity at the time they are traveling in a University vehicle.
- C. Any use of University vehicles for personal or commercial purposes is prohibited.
- D. Persons under the age of 18 are not authorized to drive University vehicles.
- E. Unless expressly approved by the Office of Enterprise Risk Management, University vehicles may not be driven outside of the United States.
- F. Any vehicle, whether a University vehicle or not, when used in conducting University business or for any University activity must be operated in a safe and courteous manner and in compliance with all applicable laws and University policies and procedures.

- G.** Smoking, use or possession of alcohol, use or possession of illegal drugs or controlled substances or other substances or medication that may impair driving ability are prohibited in and/or while operating University vehicles. While in University vehicles, passengers may not smoke, use or possess alcohol, or use or possess illegal drugs or controlled substances. See Policy SAFE 3.20.020 – *Possession, Use, or Distribution of Controlled Substances* and Policy PROV 3.20.010 – *Use and Consumption of Alcohol*.
- H.** University vehicles may not be kept overnight at someone's home without authorization by the head of the applicable department or division that is responsible for the oversight of the vehicle.
- I.** Fifteen (15) passenger vans may not be used to conduct University business or for any other University purpose. This includes rentals in any country. The restriction is specific to the type of van, and not the number of passengers carried (i.e. a 15-passenger van is not permitted even if it has been modified to reduce the seating area and/or is carrying fewer than 15 passengers).
- J.** Motorcycles, scooters, mopeds, and similar vehicles may not be used to conduct University business or for any other University purposes.
- K.** Golf carts must be operated: (i) with the same care, and drivers must follow all applicable rules, as required for any larger motor vehicle; and (ii) in accordance with the [Driving Procedures](#).
- L.** Use of a radar detector is not permitted in any vehicle while being driven on University business.
- M.** Driving a University vehicle is a privilege and the University reserves the right to deny or revoke the right of any driver to drive University vehicles in the event that the driver does not meet the requirements of this Policy, or otherwise drives unsafely or does not safeguard a University vehicle. Drivers who fail to adhere to this Policy and its related procedures may be deemed not to qualify for defense and/or indemnification from the University in the event of an accident, may lose the privilege of operating University vehicles, and/or may be subject to disciplinary action.
- N.** Individuals who are authorized to operate personal vehicles for University business must meet the same minimum driver qualifications set forth in this Policy for drivers of University vehicles.

III. PROCESS OVERVIEW

- A.** UNIVERSITY OF DENVER DRIVING PROCEDURES. Any University employee who drives any vehicle as part of their job duties is required to comply with the University's [Driving Procedures](#), including applicable driver's licensing

requirements, a motor vehicle record (MVR) check, and completion of online driver safety training.

B. DRIVER QUALIFICATIONS: All drivers must have a valid U.S. driver's license applicable to the class of vehicle they are driving. All drivers must have the license with them when driving on University business. Drivers are required to notify their supervisor immediately upon suspension or revocation of a driver's license. If a Commercial Driver's License is required as part of an employee's job duties, the driver must follow and keep current with both state and U.S. Department of Transportation (DOT) guidelines, rules and regulations.

C. SAFETY.

1. Driving while under the influence of drugs, alcohol or medications; driving with a suspended license; leaving the scene of an accident; failing to immediately report an accident on or off campus; failing to inform the appropriate supervisor of a license suspension or revocation; and, for drivers with a Commercial Driver's License, violation of state or federal regulations, are prohibited and may result in immediate disciplinary action including loss of driving privileges up to and including separation from the University. See Policy PROV 3.20.010 – *Use and Consumption of Alcohol*.
2. Drivers and passengers must wear seatbelts (where the vehicle has seatbelts installed) at all times when using a University vehicle. Passengers may not be permitted to ride in cargo areas of any vehicle. The driver may not operate the vehicle if any passenger is not wearing a seatbelt.
3. A driver is prohibited from texting, using a handheld device (including GPS), or engaging in any other distraction that takes such driver's eyes off the road or hands off the wheel. 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.

D. ACCIDENTS AND TRAFFIC VIOLATIONS.

1. Drivers are responsible for all fines or traffic violations associated with use of University vehicles.
2. Drivers must immediately report any accident or damage that occurs while operating a University vehicle to the Division of Campus Safety, the Office of Enterprise Risk Management, and the appropriate supervisor.
3. In case of ANY collision involving a University vehicle:
 - a. Call the local police and obtain from the other driver:
 - Full name, address, phone number;
 - Driver's license (state, number, date of birth);

- Insurance company information and policy number; and
 - Vehicle license plate, make, model, VIN and damage.
- b.** Give to the other driver:
- University of Denver insurance information; and
 - Enterprise Risk Management contact information: risk@du.edu or 303-871-3810.
- c.** Call Campus Safety immediately if on campus at 303-871-3000. If off-campus, once you arrive at a safe location, call Campus Safety at 303-871-2334.
- d.** Contact Enterprise Risk Management within 24 hours at risk@du.edu or 303-871-3810 regardless of the extent of damage.
- E.** DRUG AND ALCOHOL TESTING. The University reserves the right to test any University employee for alcohol and/or controlled substances when the University employee is involved in a vehicle accident while operating a University owned, assigned, or leased vehicle. This Policy applies regardless of whether or not the University employee was at fault in the accident.
- F.** NUMBER OF PASSENGERS. An Authorized Driver must only transport the number of persons for which there are seatbelts in the vehicle. The driver must make certain that all persons in the vehicle wear their seatbelts.
- G.** TOWING/TRAILERS. Drivers driving on University business may not tow any items without express prior permission and appropriate training from the Facilities Management and Planning - Fleet Manager and Enterprise Risk Management.
- H.** DRIVING OUT OF THE COUNTRY. Requests to drive a rental vehicle outside of the continental United States must be approved by Enterprise Risk Management before any driving takes place. Driving a University vehicle outside of the United States is prohibited. Drivers who operate a vehicle outside of the United States without approval are personally responsible for any damages or injuries incurred while operating a vehicle outside of the United States.
- I.** USE OF PERSONAL VEHICLE FOR UNIVERSITY BUSINESS

Departments may authorize drivers to use a personal or other private vehicle for official University business. Employees who are Authorized Drivers will be reimbursed for business-related expenses in accordance with applicable University policies and procedures (See Policy FINA 2.30.11 – *Business Expense* and Policy FINA 2.30.012 – *Travel Expenses*) provided the following conditions are met:

1. The driver must be prepared to provide proof of personal automobile insurance.

2. The driver/vehicle's personal auto insurance provides primary insurance with minimum liability coverage of \$100,000 per person/\$300,000 per incident.
 3. The driver is responsible for the personal auto insurance deductible(s).
 4. A University accident report must be filed if there are personal injuries to anyone involved in the accident or if non-University property is damaged, other than the driver's vehicle.
- J. Oversight Responsibilities. The following chart is provided as a guide identifying the University departments responsible for the implementation of the processes outlined in this Policy:

Responsible Department	Responsibility
Enterprise Risk Management	Insurance Driving Procedures Driver safety training Motor vehicle record (MVR) checks Receive accident reports
Campus Safety	Receive Accident reports
Fleet Management	Maintenance of University vehicles that are maintained by Fleet Management

IV. DEFINITIONS

- A. **“Authorized Driver”** is an employee or student who meets the driver qualifications, and who has been authorized to drive a University vehicle. Guests, volunteers, or interns who are not students or employees are not Authorized Drivers.
- B. **“Motor Vehicle Record”** a summary of a driver's convictions and accidents on file with such driver’s home state.
- C. **“University vehicle”** is any motorized device for land transportation that is owned, leased, borrowed or rented by the University, including without limitation automobiles, vans, trucks, RTVs, tractors, snowplows, and golf carts.

Revision Effective Date	Purpose