

DU Driving Procedures

In accordance with the University's [Use of University Vehicles Policy](#) (RISK12.10.010), the University has adopted the following Driving Procedures.

1. Driving Prerequisites

All DU faculty, staff, or students who drive a University Vehicle as defined in the Use of University Vehicles Policy or drive a personal vehicle in connection with DU-related activities, defined as any DU program, event, organization, travel, or work-related activity, must:

- A. Complete the relevant online Driver Safety Course(s) available on the [Enterprise Risk Management \(ERM\) website](#).
- B. [Submit to a Motor Vehicle Record \(MVR\)](#) check coordinated by ERM at least once every three (3) years.

You must successfully complete both steps and receive approval from ERM before you drive any University vehicle or drive a personal vehicle for DU-related activities.

In addition, DU staff who drive a Rugged Terrain Vehicle (RTV), which includes utility terrain vehicles (UTV) and all-terrain vehicles (ATV), in connection with any DU-related activity must successfully complete an UTV/ATV online course.

DU faculty, staff, or students who drive a golf cart in connection with any DU program, event, organization, travel, or work-related activity must successfully complete the online Golf Cart Safety Training Course and must comply with [DU Golf Cart Procedures](#). Those who only drive a golf cart, and do not drive any other type of motor vehicle for DU-related activities do not need to complete an MVR check or the online Driver Safety Training Course.

Drivers must not drive any vehicle while performing University duties prior to having received written approval from ERM authorizing them to drive University vehicles or a personal vehicle for DU-related activities.

Please understand that merely completing the steps listed above is not sufficient to be and does not guarantee that you will be approved to drive University vehicles or a personal vehicle for DU-related driving.

2. Motor Vehicle Record (MVR) Checks

DU faculty, staff, or students who seek to drive University vehicles or drive personal vehicles while performing University duties must successfully complete an MVR check at least once every (3) three years. DU drivers must have a valid U.S. driver's license that is not subject to any passenger or curfew restrictions. Per Colorado law you must get a Colorado license when you meet the [residency requirements](#). Failure to obtain a license in the state of residency when required by law may result in a driver not being eligible for coverage through the University's applicable insurance policies.

DU may deny or revoke a driver's driving privileges for University vehicles or on behalf of DU, if any of the following appear on a driver's MVR:

- DUI (driving under the influence), DWAI (driving while ability impaired), or similar infraction within the last 5 years
- Any other criminal conviction involving a motor vehicle within the last 5 years
- Speeding for 20+ mph over the posted speed limit within the last 3 years
- Cancellations or suspensions of a license within the last 3 years

- Reckless driving conviction within the last 3 years
- More than 7 points accumulated within the last 3 years
- Any combination of 2 or more moving violations or collisions within the last 12 months

Driving a DU vehicle is a privilege that DU can revoke. DU employees must immediately report to their supervisors any convictions for any of the above infractions regardless of whether or not it was incurred while driving on behalf of DU. Students must report convictions for any of the above infractions to their student group's advisor or the relevant DU employee supervising the applicable program or activity. DU may also revoke an individual's DU driving privileges based on a subsequent conviction after DU driving privileges were granted or for any of the infractions listed above or an MVR check showing the infractions listed.

If an approved driver is involved in any accidents while driving a University vehicle or driving a personal vehicle for DU-related activities, even if the accident does not result in a traffic conviction for the approved driver that would appear on their MVR, or if the driver has any combination of 2 or more moving violations or collisions within the last 12 months, DU may still revoke the individual's DU driving privileges.

3. Medical Conditions and Medication(s)

DU faculty, staff, or students applying for, or approved for, DU driving privileges who have a medical condition such that they cannot safely drive, and/or who need to take medication(s) that may cause side effects that make it unsafe to drive, must promptly report this information to ERM. DU employees and students must make this disclosure to ERM so that ERM can determine whether to impose conditions on the individual's driving privileges or whether DU should pause or suspend the individual's driving privileges.

4. DU Vehicle Insurance Coverage and Policy Deductibles

Individuals with approved driving privileges for University vehicles must obtain insurance cards for any University vehicle (as defined in the policy) by e-mailing risk@du.edu. These insurance cards expire annually on June 30th. University vehicles 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 for this coverage is \$2,000.
- **Liability:** Coverage applies to personal injury and property damage suffered due to actions of a person driving a DU vehicle. The deductible for this coverage is \$25,000.

5. Personal Vehicle Insurance Coverage

When an approved driver is driving a personal vehicle for DU-related activities, the driver's or vehicle owner's personal insurance provides primary coverage for any accidents. DU will not reimburse payments made to meet the deductible for any personal insurance policy. DU's auto insurance may provide excess liability coverage after personal liability coverage is exhausted, but DU's auto insurance will not provide any collision/comprehensive coverage on personal vehicles.

6. Rental Vehicle Insurance Coverage

When approved drivers are renting a vehicle to use for driving for DU-related activities, please purchase the following types of insurance through the rental car agency:

- **Always Purchase Supplemental Liability Protection***
- **Always Purchase Collision Damage Waiver or Loss Damage Waiver*** to cover damage to or theft of the rental car.

*If you book a domestic rental with Enterprise/National (our preferred vendor) through Concur, those rental companies include the supplemental liability protection and collision damage waiver insurance.

If there will be more than one driver for the rental vehicle, the DU approved driver must contact the rental company to ask about their policy on multiple drivers, including whether each additional driver must be named and there will be an additional fee. If this is not done, any unnamed driver may not be covered by the insurance provided by the rental company.

*If an approved driver is renting a vehicle while travelling internationally, the types of insurance may vary country to country, but the approved driver must **always** purchase rental car insurance.*

7. Safety

Only authorized DU drivers may operate a University Vehicle or a personal vehicle for DU-related activities. All DU drivers and their passengers must always wear seatbelts if the vehicle is equipped with them. If a seatbelt is broken, the vehicle cannot be driven with anyone in that seat. Texting, using handheld devices, or engaging in other distractions that take a driver's eyes off the road or hands off the wheel while on DU business or participating in DU activities is prohibited. These restrictions apply even if state law does not prohibit such activities.

Note: Effective January 1, 2025, Colorado law prohibits using a mobile electronic device while driving unless the driver is using a hands-free accessory. Penalties for violations of this law may include fines and license points.

8. Accidents

All accidents occurring while driving for DU-related business or activities must be reported within 24 hours to both Campus Safety (303.871.3000) and Enterprise Risk Management (ERM) at risk@du.edu. Drivers involved in such accidents are required to re-certify their driving privileges by authorizing a Motor Vehicle Record (MVR) check immediately following the incident and again six months later. Additionally, they must retake the applicable driver safety training course(s), including the passenger van training if previously certified.

Drivers should not hesitate to seek medical attention if needed. Any DU employee injured in a motor vehicle accident while performing work duties must report the injury to ERM within 24 hours by completing the [Employee Report of Injury form](#). For further guidance, refer to the [DU Workers' Compensation Claim Reporting Procedures](#).

9. Volunteer Drivers

Under University policy, volunteers are not considered Authorized Drivers. Please email Risk@du.edu if you would like to have a volunteer approved as an Authorized Driver.