

UNIVERSITY OF IOWA – STUDENT VEHICLE USE GUIDELINES

Introduction

According to University Fleet Safety Policy ([Operations Manual Ch. 19](#)) University vehicles may be used solely for the purpose of conducting university business. Student Vehicle use is limited to specific purposes and guidelines.

Criteria

The following criteria **must** be met for student vehicle use to be authorized:

- Student and or Student group must be conducting university business -- acting on behalf of, in service to, for the benefit of, or representing the university in an official capacity.
- A Department (Office of Student Life, Recreational Services, or a specific academic department) must take ownership of the event and must be willing and able to define how the students are acting on behalf of, representing the university, or otherwise benefiting the university by their participation.
- Trip must be financially supported by the sponsoring department.
- It is recommended that a Faculty/Staff member accompany and directly oversee any student group who is traveling on university business. If this is not possible, the department/ organization must substantiate the reason and must provide oversight by giving specific written and oral instructions to the students prior to the trip. These instructions must include:
 - Clearly defined expectations
 - Rules/regulations and behavior guidelines
 - A reminder that they are representing the university for the entirety of the trip and that their behavior on the entire trip must reflect this
 - Vehicle use guidelines (e.g. to/from business use only, no unauthorized side trips, no unauthorized passengers, no alcohol allowed, etc.)
- A faculty/staff member who is accompanying the group or other paid employee should serve as the primary driver. If it is not possible to have a paid employee drive, a primary driver must be assigned, [appointed as a university volunteer](#), and their duties must be clearly defined (responsible for the group and vehicles, for performing head counts, providing information to other drivers and passengers regarding vehicle use, assuring that rest stops are taken as necessary for safe travel, monitoring weather/road conditions, etc.)
- Drivers must meet [Fleet Safety driving standards](#).
- Student drivers must complete the Defensive Driving Course. If maxi van is being used they must also complete the maxi van training.
- All passengers must be current university faculty, staff, students, members of a student organization, and/or others defined in fleet safety policy as authorized passengers.

Excluded/Prohibited uses

Excluded or Prohibited uses include, but may not be limited to:

- Purely social events
- Events/activities whose purpose is to fulfill a student's academic requirement
- Events/Activities primarily for the student's personal financial, academic, or professional benefit.
- Personal travel, even if done in conjunction with a university event.

The complete fleet safety policy and more detailed information about Student Organizational vehicle use, Department/Program requirements, long distance driving, etc. may be found in [Operations Manual Ch. 19](#)

UNIVERSITY OF IOWA – STUDENT VEHICLE USE AUTHORIZATION FORM

This form must be completed by the sponsoring organization or department, signed by the appropriate departmental authority and attached to the driving review request(s).

Sponsoring Department/Organization: _____

Event Name: _____ Destination: _____

Description of Event: _____

University Purpose/Benefit (define how students are acting on behalf of, benefiting, and/or representing the University): _____

Travel Dates/Times: From _____ To: _____

Type of Vehicle(s): _____

		<u>Relationship to University/Department</u>			
		<u>Name</u>	Employee	Student	Other
Primary Driver	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternate/Secondary Drivers	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passengers	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	_____		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For anyone designated as "other" please explain. _____

Faculty/Staff member authorizing this trip (Departmental Executive Officer or other person with designated authority to authorize activities for this department/organization)

I certify that this trip meets all student vehicle use requirements and that I have instructed the student participants accordingly.

Name: _____

Email Address: _____

Signature: _____ Date: _____