

Departmental student driver – vehicle use guidelines

Introduction

Departments may authorize students to drive university vehicles only in limited circumstances as outlined in Ch. 15.7b(1) of the University Policy Manual. These criteria must be met for students driving university vehicles and are recommended but not required for students driving third-party rental vehicles. The complete University Driving Policy and more detailed information about departmental student drivers, vehicle use, department requirements, etc. may be found in the University Policy Manual Ch.15.7 and on the Risk Management website.

Additional criteria

These guidelines supplement the University Driving Policy and establish additional requirements for departments authorizing student drivers to operate university vehicles. The following additional criteria **must be met** for departmental student vehicle use to be authorized:

- A 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.
- The attached Vehicle Use Authorization form must be completed and retained by the department.
- A faculty/staff member or other paid employee who is accompanying the group should serve as the primary driver. If it is not possible to have a faculty/staff member or other paid employee drive, a primary driver must be hired or appointed as a university volunteer, and their duties must be clearly defined.
- The primary driver's duties include but are not limited to: being responsible for the group and vehicles, performing head counts, providing information to other drivers and passengers regarding vehicle use, adhering to the Long Distance Driving Guidelines, monitoring weather/road conditions, etc.
- Student assigned as alternate drivers must be entered in the Driver License Review System (DLRS) and be marked as "Authorized" to drive. Departmental student drivers should be entered in the DLRS under the "Student Other" category.
- The department must provide oversight by giving specific written and oral instructions to the students prior to the trip. The faculty/staff member, or volunteer serving as the primary driver is responsible for communicating these instructions to the students. 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 policy and guidelines (e.g. to/from business use only, no unauthorized side trips, no unauthorized passengers, no alcohol allowed, etc.).
 - Incident and accident reporting requirements.

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.

DEPARTMENTAL STUDENT DRIVER VEHICLE USE AUTHORIZATION FORM

This form should be completed by the sponsoring department, signed by the appropriate departmental authority and should be kept on file by the department for 5 years following the use. The department should provide to Risk Management upon request.

Sponsoring Department: _____

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>	Student	Employee	Other
Primary Driver	_____	☐	☐	☐
Alternate/Secondary Driver	_____	☐	☐	☐
Passengers	_____	☐	☐	☐
	_____	☐	☐	☐
	_____	☐	☐	☐
	_____	☐	☐	☐

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 the department):

I certify that this trip meets all student vehicle use requirements as outlined in Section 15.7b.(1) of the University Driving Policy and that I have instructed the student participants accordingly.

Name: _____

Title: _____

Signature: _____ **Date:** _____