CF.60.F.008
UNIVERSITY DRIVER POLICY

Policy

MAINTAINED BY: Chief Financial Officer

APPROVED: March 5, 2015

PURPOSE
The purpose of the University Driver Policy is to clearly define: (1) criteria for authorization; (2) driver conduct; and (3) insurance coverage.

POLICY STATEMENT
The university engages numerous drivers for institutional purposes including, but not limited to campus security, general business, extended business, and mission trips. All potential drivers must receive authorization from the Office of the CFO before operating a vehicle for university purposes. The Office of the CFO implements the authorization process in accordance with current Board of Trustees' policies, university guidelines and the university's insurance carrier's criteria.

REVIEW
This policy will be reviewed on an annual basis. Any recommendation for changes and/or additions to this policy will be presented to the Chief Financial Officer for review and approval.

APPROVAL
Upon review by the Chief Financial Officer, final recommendation for changes and/or additions to this policy will be presented to the Cabinet for final approval.

SCOPE
This policy applies to faculty and staff (hereafter referred to as "employees"), students, and volunteers who drive for institutional purposes.

DEFINITIONS
(not applicable)

COMPONENTS OF THIS POLICY
1.0 CRITERIA FOR AUTHORIZATION
2.0 DRIVER CONDUCT
3.0 INSURANCE COVERAGE

POLICY
1.0 CRITERIA FOR AUTHORIZATION
The following standards must be met for a potential driver to be considered for authorization:

a. Maximum of 1 moving violation in the last three years in combination with one *at fault* accident;
b. Maximum of 2 moving violations in the last 3 years with no *at fault* accidents;
c. Maximum of 2 *at fault* accidents in the last 3 years with no moving violations;
d. No speeding over 80 miles per hour;
e. Valid U.S. government issued driver's license in effect for a minimum of 3 years (unless preauthorized by the university's insurance company);

f. A driver with one or more of the following violations in the last 3 years is unacceptable for authorization:
   - Suspension or revocation for other than failure to pay fines;
   - Driving under the influence of alcohol or drugs;
   - Reckless driving;
   - Negligent homicide arising out of the use of a motor vehicle;
   - Operating a motor vehicle during a period of revocation or suspension;
   - Using a motor vehicle for the commission of a felony;
   - Aggravated assault with a motor vehicle;
   - Operation of a motor vehicle without owner's(s) authority;
   - Operating a motor vehicle while unlicensed;
   - Speed contests;
   - Hit and run driving; or
   - Any other criminal use of a motor vehicle.

g. The following guidelines apply to drivers under age 25:
   - No drivers under 21years of age (unless preauthorized by the university's insurance company);
   - Drivers between the ages of 21 and 25 will be considered if they maintain a clean motor vehicle record (MVR).

2.0 DRIVER CONDUCT

All authorized drivers are considered ambassadors of Vanguard University and are expected to conduct themselves in a manner that best represents the university, its values, mission and beliefs. While driving for university purposes, the safety of passengers, pedestrians and self are of primary concern.

It is each driver's responsibility to be aware of, understand, and abide by the laws that govern the location(s) where he/she will operate a motor vehicle for university purposes. All authorized drivers who receive a legal violation(s), or conduct themselves in a manner not in the best interest of the university, will be in jeopardy of losing their authorized status. It is the authorized driver's responsibility to inform CFO Office of any violations incurred during his/her effective dates of authorization.

When driving a personal vehicle for university purposes, the vehicle must be properly maintained and in safe mechanical condition.

Driver and all passengers must wear seatbelts at all times.

Employees are prohibited from using a cellular phone for Vanguard University business purposes while driving unless the Employee is able to utilize a hands free device and be able to drive his/her vehicle without distraction, in accordance with relevant laws. If Employees cannot do so, they should refrain from using their cell phone while driving or safely pull over to the side of the road to make or receive calls.

3.0 INSURANCE COVERAGE

United States of America, Territories and Possessions of the United States of America, Puerto Rico, and Canada:

The university carries automobile insurance that ***may*** provide assistance to authorized drivers in the event of an accident occurring within the locations specified above. Coverage is determined by the university's insurance company, not Vanguard University, and varies as follows:

- *Personal Vehicle:*
  Drivers who are operating a personal vehicle for university purposes are required to carry their own, active automobile insurance in compliance with state minimum requirements. In the unfortunate event of an accident, the personal insurance policy will act as primary, and the university's automobile insurance policy will act as secondary with respects to liability. The university's automobile policy does not provide physical damage coverage to the driver's vehicle.

- *University Vehicle:*
  Drivers who are operating a university vehicle for university purposes are required to carry their own, active automobile insurance. In the unfortunate event of an accident, the university's automobile insurance policy will act as primary.

- *Rental Vehicle:*
  Drivers who are operating a rental vehicle for university purposes are required to carry their own, active automobile insurance. The vehicle must be rented with a university credit card, and the university's name must be listed as renter. Rental insurance is not needed and therefore will not be reimbursed by the university. In the unfortunate event of an accident, if the vehicle was rented by Vanguard University, the university's insurance policy will act as primary.

International Driving:

If an employee, student, or volunteer drives a vehicle across the United States border, he/she must obtain the highest limits of automobile liability insurance available on behalf of the university (up to $1,000,000). This insurance must be purchased from the foreign country before crossing the border. In addition, the university carries international liability insurance for borrowed and rented vehicles, which ***may*** provide assistance to authorized drivers in the event of an accident outside the United States of America.

PROCEDURE, FORMS, and APPENDICES

Contact the Office for the Chief Financial Officer for additional information regarding procedure and required forms.

HISTORY

2015-0305: Approved by Cabinet for implementation.