

2607.1 REQUIREMENTS TO DRIVE A UNIVERSITY OWNED OR RENTED VEHICLE ON BEHALF OF THE UNIVERSITY

Subject: Risk Management & Insurance
Effective: July 2013
Revised: May 2017
Last Reviewed: May 2017
Resp. Office: Risk Management & Insurance
Approval: Risk Management & Insurance

PURPOSE

To define the driver requirements for operating any vehicle on behalf of the University.

POLICY

Individuals driving a University owned, rented, or leased vehicle on behalf of the University are required to:

1. Maintain a valid and applicable Driver's License.
2. Comply with all local, state, and federal laws.
3. Observe the University's restriction of the rental of 15-passenger vans for any purpose. Only 12-passenger vans, 7-passenger mini-vans or sedans are permitted.
4. Successfully complete the Driver Safety Courses via Knowledge Link:
 - A. Car Drivers – *Fundamentals of Driver Safety*
 - B. Van Drivers – *Driver Safety for Van Drivers*

Recertification of Driver Safety Courses is required every 3 years.