

# Denison University Vehicle Use Policy

## Authorized Use

The following must be met prior to using a Denison University owned/leased or rented vehicle (this includes golf carts):

- The purpose must be clearly related to university business on university sponsored activities; ***vehicles are not to be used for any personal purpose.***

## Authorized Drivers

Authorized drivers are normally defined as:

- University faculty/staff/administrators who require vehicles for official university business or activities.
- University students with approval of department chair for purposes related to the academic programs of the college.
- University students as members of student organizations approved by the Office of Student Life (please note: For student use the Purchasing Department requires the signature from either the department person in charge of the program or the treasurer of the student organization).
- University students involved in other extracurricular programs.

*The Chief of Campus Security & Safety has the authority to revoke driving privileges for cause.*

## Driver Requirements – Prior to Operating Approval

Drivers of Denison University owned/leased or rented vehicles (this includes golf carts) are required to:

- Be an employee or student of the university.
- Posses a valid drivers license.
- Comply with all traffic regulations, laws and ordinances in the operation of the vehicle.
- Be responsible for all traffic violations.
- Wear safety belts and see that all passengers wear safety belts at all times the vehicle is in motion.
- Successfully complete the Denison University Defensive Driving Course (includes written and road test).
- Sign the agreement for Operation of Motor Vehicle (see attached).
- Not use alcohol or drugs while operating a university vehicle and see that no alcohol is in vehicle.
- All new drivers (employees and students who will be driving in the course of their duties) will have a Motor Vehicle Report run. The acceptability standards (watch or unacceptable) of the insurance company will serve as the guide for approval.

Following an accident or incident; remedial action may be required. This could include supplemental driver training. The Department Supervisor will consult with the Risk Manager and Human Resources.

## Misc.

### Insurance Cards

- All drivers should have access to an insurance card. Cards are kept in owned/leased vehicles, and available to carry on your person for rental vehicles.

### Reporting Accidents

- Notify police immediately, ***no matter how minor*** in the jurisdiction where the accident happens.
- Notify the university ***immediately***: call the Operator/Dispatcher @ 740-587-0810.
- Do not leave the scene of an accident until allowed by the proper authorities.
- Do not make any statement regarding the accident ***except*** to the police.

### Driving Personal Vehicles

Personal Vehicle Use – When a Denison University owned, rented or leased vehicle is not available, employees may use personal vehicles for official university business.

When using a private auto on official university business the vehicle owners' liability is the primary carrier. Full responsibility for any liability or property damage claims resulting from accidents involving privately owned autos rests with the owner. Employees should check with their own insurance companies to verify their coverage includes business related travel.

MOF/ml 7/23/04

Updated 9/6/2004

Finalized / Approved by Broker/Carrier 11/2004