

Student and Volunteer Use of Vehicles for University Business

Students and volunteers do not have authority to drive any vehicle (licensed for road use) on University business unless they are pre-approved by the Risk Management Department.

Students and volunteers who are sponsored by a University department or recognized Student Organization and have a business need to drive on behalf of Purdue can request such permission by performing the following tasks:

- Review the vehicle use policy located at the following link. Pay special attention to the section addressing students and volunteers.

http://www.purdue.edu/policies/pages/facilities_lands/i_2_1.shtml

You can check to make sure you qualify as a driver by first reviewing the driver grading grid located at the link below:

[Student/Volunteer MVR Grading Grid](#)

- For a departmental request for a student or volunteer to drive, please complete the following form and send it to the Risk Management Department. Specific directions must be followed on the form.

http://www.purdue.edu/business/risk_mgmt/pdf/rm01D1.pdf

- For a student organization requesting driver authorization for a student or volunteer, please complete the following form and send it to the Risk Management Department. Specific directions must be followed on the form:

http://www.purdue.edu/risk_mgmt/pdf/rm01S.pdf

- The Risk Management Department maintains a web page dedicated to the use of vehicles for university business policy. Everything you need to know about this policy is located on the link below:

http://www.purdue.edu/risk_mgmt/Vehicle_Use_Info/index.html

- As part of the driver approval process, the Risk Management Department will run a motor vehicle report to verify your driving record. There is a cost for this process and a departmental account or organization account will be charged. Pricing information can be viewed at the link below:

[MVR Pricing.pdf](#)

- If you have any questions regarding the vehicle use policy, please feel free to contact the Risk Management Department at 494-8104 or by email at drivesafe@purdue.edu.