

Procedures for Driver Approval, Vehicle Assignment and Liability Coverage

These operating procedures support the policy on [Use of Vehicles for University Business \(IV.A.1\)](#). Please refer to the policy for definitions and contact information.

Effective date: [TBD]

1.0 Driver Qualification and Approval

1.1 Qualification Requirements Applicable to All Drivers

- a. All individuals who will operate a Vehicle on University Business must self-evaluate to determine whether they meet the Minimum Driver Qualifications (see policy for definition). Individuals who are unsure of their driving record may secure a copy of their MVR from their auto insurance provider or through the Indiana Bureau of Motor Vehicles. Only drivers that fall in the “acceptable” category may operate a Vehicle for University Business unless otherwise approved by Risk Management.
- b. Any individual whose driving record falls into the “unacceptable” category as defined by Risk Management may not operate a Vehicle for University Business. Employees who self-evaluate and determine they have a driving record that falls into the “unacceptable” category must inform their supervisor or responsible University management official as soon as possible. The supervisor or management official must contact Risk Management for further evaluation.
- c. Any individual who will be towing a trailer while operating a Vehicle for University Business must have towing experience or have received at least two hours of behind-the-wheel towing instruction. Departments and drivers may contact the Risk Management Department for access to training modules regarding trailer towing.
- d. All drivers of 12- and 15-passenger vans, regardless of the number of passengers being carried, must complete Risk Management’s Purdue Passenger Van Training prior to operating a van on University Business. Passenger van training must be completed annually ([login to WebCert to access passenger van training](#)).
- e. In addition to satisfying the foregoing requirements, Employee drivers must satisfy the requirements in Section 1.2, and Student and Volunteer drivers must satisfy the requirements in Section 1.3.
- f. Purdue University reserves the right at any time to perform an MVR check on anyone approved or seeking approval to operate a Vehicle on University Business. The University may perform these MVR checks at whatever time or frequency it deems appropriate.

1.2 Additional Requirements Applicable To Employee Drivers

In addition to the requirements applicable to all drivers under Section 1.1, the following requirements apply to Employee drivers:

- a. Employees whose driving record falls into the “conditional” category as defined by Risk Management may be required to successfully complete driver training as assigned by

Risk Management. Failure to successfully complete any assigned training within 30 days of being notified of the training requirement will result in the loss of approval to operate a Vehicle for University Business. Successful completion of the assigned training will allow the individual to remain approved to operate a Vehicle on a “conditional” basis. If a “conditional” driver completes required training but subsequently progresses to the “unacceptable” category, the driver will lose his or her approval to operate a Vehicle on University Business until such time as his or her driving record becomes “acceptable.” Any individual who self-evaluates and determines he or she has a driving record that falls into the “conditional” category must inform his or her supervisor or responsible University management official as soon as possible. The supervisor or management official must contact Risk Management for further evaluation.

- b. Employees who routinely operate a University Vehicle five or more times per week and/or whose job description requires the possession of a valid driver’s license must be approved in advance by Risk Management. Employees whose employment classification is “temporary”, either through the University or an outside temporary employment agency, must also be approved in advance by Risk Management. The employing University department will supply the names and other pertinent information for these Employees to Risk Management. Risk Management will conduct an MVR review of all Employees in this category to verify that they meet the Minimum Driver Qualifications. Risk Management will notify the Employee and his or her department for any record that falls in the “conditional” or “unacceptable” category.
- c. Employees who will operate a Vehicle while traveling on University Business may be asked to certify on appropriate travel forms that they have reviewed the Minimum Driver Qualifications and that they fall within the “acceptable” category (MVR Grading Grid).
- d. Employees who rent Vehicles from Transportation Service must certify on the Transportation Service Form 1 that they have reviewed the Minimum Driver Qualifications and that they fall within the “acceptable” category ([MVR Grading Grid](#)).
- e. Employee drivers who require a Commercial Driver’s License (per Indiana statutes) to perform their job duties for Purdue University must meet the Indiana requirements for the type of license needed and have a minimum of two years of general driving experience prior to driving in a CDL capacity for the University.

1.3 Additional Requirements Applicable to Student and Volunteer Drivers

It is understood that there may be times when a department or Student organization has a legitimate need for a Student (employed or non-employed) or Volunteer to operate a Vehicle on University Business. In addition to the requirements applicable to all drivers under Section 1.1, the following requirements apply to Student and Volunteer drivers:

- a. Any Student or Volunteer whose driving record does not fall into the “acceptable” category as defined by Risk Management ([MVR Grading Grid](#)) is not allowed to drive a Vehicle on University Business, without exception.
- b. Student and Volunteer drivers must complete a [Request for Driver Authorization Form RM01](#) if they will be:
 1. Operating a University Vehicle, or

2. Operating a Personal Vehicle on University Business and specific written approval is required for such use. Documents granting written approval include, but are not limited to, Student Organization Travel Planning Form or Recreational Sports Trip Request Form.

Form RM01 must be forwarded to Risk Management, who will conduct an MVR review.

- c. Student and Volunteer drivers operating vans on University Business must be at least 20 years of age, have at least two years of licensed driving experience, and must complete Risk Management's Purdue Passenger Van Training prior to operating a van on University Business. Passenger van training must be completed annually ([login to WebCert to access passenger van training](#)).
- d. Student and Volunteer drivers are allowed to operate a Vehicle on University Business while within the United States or Canada only. Student and Volunteer drivers may not operate a Vehicle on University Business in any other country. Graduate Students traveling abroad on official University Business are an exception to this restriction.

1.4 All individuals who operate a Vehicle on University Business must adhere to the [Rules for Operating Vehicles](#) as maintained by Risk Management.

2.0 Take-Home Vehicles

A University Fleet Vehicle may be assigned to a specific staff member as a Take-Home Vehicle with the authorization of the Chief Financial Officer and Treasurer or his or her designee. Assignment of a Take-Home Vehicle to an Employee is based on the requirements of the individual's position with the University. The qualification, authorization, and other requirements of the policy on the Use of Vehicles for University Business apply to Take-Home Vehicles. University departments with a legitimate business need to assign a Take-Home Vehicle are expected to develop guidelines for the care and use of the Take-Home Vehicle. The University department is also responsible for coordinating with Payroll Services to comply with all applicable tax reporting requirements for Take-Home Vehicles.

3.0 Use of GPS Tracking in University Fleet Vehicles

Global Positioning System (GPS) tracking devices may be installed in University Fleet Vehicles with the approval of Transportation Service (IPFW and West Lafayette) or Facilities Services (Northwest). The purpose of GPS tracking of University Fleet Vehicles is an effort to maximize the value of the University's assets while reducing the cost of the University fleet and providing a mechanism to monitor driving activities and behavior.

The system allows the University to maximize University Fleet Vehicle efficiency and address allegations of University Vehicle abuse, traffic violations and/or auto damage claims. The University's use of GPS tracking technology is not intended to be punitive or used to monitor individual employees, although unsafe and unauthorized vehicle usage may lead to disciplinary action.

Tampering with any GPS equipment in University Fleet Vehicles is expressly prohibited and may subject the individual to disciplinary action.

4.0 Personal Vehicles

Individuals who operate Personal Vehicles on University Business must possess their own automobile liability insurance. The driver's personal automobile insurance provides the primary coverage for both liability and physical damage. Decisions regarding extension of University auto liability coverage are made by the Risk Manager on a case-by-case basis. Operating a Personal Vehicle on University Business in violation of the Use of Vehicles for University Business policy will result in no excess liability coverage from the University and may disqualify the driver from receiving Indemnification from the University. In all situations, the driver or owner, not Purdue University, is responsible for any physical damage to a Personal Vehicle operated on University Business.

5.0 Rental Vehicles

Employees traveling on approved University Business who need to rent a Vehicle from a commercial car rental company should be aware that the University's auto liability and physical damage coverage extends to the rental car for rentals within the United States and Canada. Risk Management can provide ID cards to show proof of insurance coverage to the rental company. These are available upon request.

Certain car rental agencies have agreements with the Big Ten whereby the agency offers discounts and/or assumes all risks associated with liability and physical damage as part of the rental agreement. Staff members are encouraged to use those rental agencies whenever possible. More information about this can be found on the [Travel Department Web site](#).

For car rentals occurring outside the United States or Canada, full insurance coverage should be secured from the rental agency.

6.0 Unsafe Driving Reports

All University Fleet Vehicles are marked with the University's name, a Vehicle identification number, and a unique license plate number. Reports of unsafe driving are received from time to time by either Transportation Service or Risk Management. When received, such reports will be documented, investigated, and reported to the driver's supervisor/department head. Reports of unsafe driving may result in disciplinary action, including the suspension or revocation of driving privileges on behalf of the University.

History and Updates

[TBD]: These procedures were separated from the policy per the current policy template. The section on Operating a Vehicle on University Business or for Any Other University Purpose was moved to the Rules for Operating Vehicles. The sections on Use of GPS Tracking in University Fleet Vehicles, Personal Vehicles, Rental Vehicles and Unsafe Driving Reports (3.0-6.0) were added to these procedures.