

## **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](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](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](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](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](mailto:drivesafe@purdue.edu).