

## DRIVER AUTHORIZATION POLICY

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- 1.0 Purpose** – The University of Dallas is committed to improving the safety of individuals who regularly operate University vehicles and personal vehicles in connection with University-related business or activities. This policy is adopted to reduce the risk of personal injury, reduce liability and property loss to the University, and to enhance the University’s insurability. The University expects that any individual driving a vehicle in connection with University-related business or a University activity will operate the vehicle in a safe and responsible manner.
- 2.0 Scope** – This policy applies to all individuals who operate a University vehicle or who regularly drive their personal vehicles as part of their UD business.
- 3.0 Definitions** – The following definitions apply for the purposes of interpreting this policy.
- 3.1 **“Authorized Driver”** is a Regular Driver who meets the requirements to be authorized to drive a University or personal vehicle to conduct University business or activities.
  - 3.2 **“Motor Vehicle Report (“MVR”)** is a state issued report that verifies driver license validity and past history of driver violations and accidents.
  - 3.3 **“Moving Violations”** are violations of motor vehicle laws and include but are not limited to: speeding, aggressive driving, right-of-way, seat belt and other equipment, and other administrative violations.
  - 3.4 **“Major Convictions”** are criminal convictions including but not limited to: Any alcohol or drug-related driving offense, reckless operation or excessive speed, refusal to submit to a blood alcohol test or to any other order of law enforcement, leaving the scene of an accident, any felony committed with a vehicle.
  - 3.5 **“Regular Driver”** is a UD employee whose employment requires the reasonable expectation that the employee will drive either a UD or a personally owned vehicle as part of conducting their normal UD business.
- 4.0 Authorized Driver Standards** –Regular Drivers on behalf of UD must be authorized to drive in accordance with the following minimum standards. Driver authorization may be revoked for reasons deemed appropriate by the Authorized Driver’s direct supervisor, including for violations of the minimum standards driver’s motor vehicle record. Information collected to authorize drivers is confidential and release of collected information is limited to University insurance agent(s), and will not be released to other entities. To be an Authorized Driver, Regular Drivers must annually submit the following to the designated UD official:

- 4.1 Evidence of a valid U.S. driver's license for the type of vehicle to be operated,
- 4.2 Evidence of being at least 21 years of age with at least 3 years of driving experience.
- 4.3 Results of an MVR documenting a driving record that meets the minimum standard established in this Policy.
- 4.4 Evidence of completing the University's online driver certification program.

**5.0 Minimum Standards for Driver's Motor Vehicle Record** – To be an Approved Driver, Regular Drivers must meet the following minimum standards as evidence by an MVR:

- 5.1 No more than three (3) moving violations and/or chargeable accidents in the most recent three (3) years.
- 5.2 No more than two (2) moving violations and/or chargeable accidents in the most recent year.
- 5.3 No suspended or invalid driver's license within the past two (2) years.
- 5.4 No Major Convictions within the last five (5) years.

**6.0 Requirements for Authorized Drivers** – Authorized Drivers must comply with the following standards of operation when driving a University or personal vehicle on University business:

- 6.1 Any changes in their MVR, change in the status of their driver's license or any accidents occurring while driving as an Authorized Driver must be disclosed to their supervisor within a reasonable period of time.
- 6.2 University owned vehicle may not be used for personal benefit without the express approval of the Authorized Driver's supervisor.
- 6.3 Seat belt must be worn at all times when the vehicle is in motion. The number of passengers in a vehicle may not exceed the number of functioning passenger restraints.
- 6.4 Texting while driving, use of a cell phone (both hand held and hands free) and use of earphones is specifically prohibited.
- 6.5 Smoking is prohibited in University owned vehicles.
- 6.6 Personal property that is lost or stolen from any vehicle is not insured by University insurance.
- 6.7 Authorized Drivers must have proof of insurance in the vehicle.

- 6.8 Authorized Drivers are individually responsible to pay fines in a timely manner for moving violations or parking tickets received while driving on University business.
- 6.9 Authorized Drivers must be alcohol and drug free when driving on University business, including any prescription or non-prescription drugs that may impair a driver's judgment of driving ability.
- 6.10 Authorized Drivers must observe and obey all traffic regulations.
- 6.11 Authorized Drivers should avoid driving in hazardous weather conditions.
- 6.12 Authorized Drivers should never drive more than 12 hours within a 24 hour period, and should take regular breaks every 2-3 hours. Travel between the hours of Midnight and 5 am should be avoided.

**7.0 Use of Privately Owned Vehicles** – Regular Drivers using personal vehicles to conduct UD business must:

- 7.1. Maintain automobile liability insurance in accordance with state law.
  - In an accident involving a privately-owned vehicle, the vehicle owner's own automobile insurance coverage will be primary.
  - The University's excess liability coverage will generally apply when the driver was traveling on University business or traveling to a University activity at the time of the loss, and the vehicle owner's policy has been exhausted.
  - The University will not reimburse an individual or his/her insurer for any deductible or liability claims paid by their personal auto insurance, or for damage to the vehicle.
  - If personal property is damaged or stolen as a result of being transported or stored in a privately-owned vehicle, the property is not covered by University insurance.
- 7.2 Maintain current state vehicle inspections.
- 7.3 Maintain their vehicle in safe operating condition.

**8.0 Short-term Vehicle Rentals** – Individuals who rent vehicles for the purposes of conducting University business or to travel as part of a University activity should not purchase insurance for liability and physical damage through the rental company. Evidence of insurance through UD commercial auto liability coverage should be requested prior to renting a vehicle for UD business.

**9.0 Actions to be taken following an accident Reporting** – The following actions should be taken in the event of an accident involving an Authorized Driver:

- 9.1 Move all vehicles to a safe location, if possible, and take action for the safety of passengers, including calls for emergency medical assistance.

- 9.2 Accidents should be reported to the following authorities in sequential order: (1) law enforcement with direct jurisdiction over the area of the accident, (2) University of Dallas Police Department (UDPD), (3) the Authorized Driver or individual's direct supervisor.
- 9.3 Drivers should secure the names and addresses of drivers and occupants of any vehicles involved in the accident, their operator's license numbers, insurance-company names and policy numbers, as well as the names and addresses of injured persons and witnesses.
- 9.4 Comply with all directives of law enforcement at the accident scene.

## **MOTOR VEHICLE RECORDS AUTHORIZATION FOR RELEASE OF INFORMATION**

As standard procedure, and in accordance with expectations of UD auto insurance and liability carriers, all individuals who will drive a University owned, leased, or rented vehicle, or who will drive on behalf of the University to off campus locations on a regular basis, or transport students for University functions or activities, must show proof of a valid driver's license and an acceptable driving record.

In order to obtain your Motor Vehicle Record ("MVR") information, please connect to the Department of Public Safety website to and request a copy of your MVR. The fee for the MVR will be paid upon submission of your invoice to your department or through other arrangements as confirmed by your direct supervisor. Please submit your MVR to the University to verify your eligibility to be approved as an Authorized Driver. The information submitted to the University will be confidential and will be treated as such. The information obtained within your MVR will be limited in release to UD insurance agent(s) and will not be shared with other entities.

Only individuals with an acceptable driving record as set forth in the University Vehicle Use and Driver Authorization Policy and a valid driver's license will be recognized as an Authorized Driver. All Authorized Drivers must adhere to the University Vehicle Use and Driver Authorization Policy.

**Recognition as an Authorized Driver is only an indication of an acceptable driving record and does not provide automobile insurance coverage for personal vehicles used in performance of job responsibilities. Employees using their personal vehicle for job related travel should understand that their personal automobile insurance is always the primary insurance coverage.**

Please provide the information requested below and complete the attached form and forward both to Project Coordinator, Roshana Fernando at [RFernando@udallas.edu](mailto:RFernando@udallas.edu).

**Upon receipt of the form and the corresponding departmental approval form, please allow 1-3 days for the MVR process to be completed. You will be notified when the process is complete and you are acknowledged as an Authorized Driver.**

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This should be included in the woofoo form that the driver will submit online.

University Department:

Driver's Name: \_\_\_\_\_

State issuing Driver's License and Driver's License Number: \_\_\_\_\_

I certify that the information presented above is true and correct to the best of my knowledge. I authorize the University of Dallas and its agent(s) to maintain my Motor Vehicle / Driving Record information for the purpose of determining eligibility for driving on behalf of the University of Dallas in conjunction with my employment or related university travel, and/or for approval to drive a University owned, leased or rented vehicle. This information shall remain on file and shall serve as ongoing authorization for any future MVR screens.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_