Introduction to the Use of Vehicles for University Business

BVUP 100
What does the policy say?

- Only **Authorized** Drivers may operate Vehicles on University Business.
- Individuals who operate Personal Vehicles on University Business or any other University purpose are required to meet the **Minimum Driver Qualifications**
- University Vehicles are only available for University Business
Who does the policy apply to?

- All units, students, faculty, staff, and volunteers of Purdue University.
  - All persons operating Vehicles for University purposes
- There are **no units or persons excluded** from the requirements of this policy.
Who is an Authorized Driver?

• Individuals approved to drive by Risk Management as a result of a Motor Vehicle Record (MVR) check or

• Individuals who have:
  – Read and reviewed the Vehicle Use Policy.
  – Self-evaluated their driving record as “acceptable.”
  – Determined that they meet all the qualifications to operate a Vehicle on University Business.
What is a MVR check?

A Motor Vehicle Record (MVR) check is a report that typically contains information about your driving history, traffic violations, accidents, etc.
What are the Minimum Driver Qualifications?

• Be at least 18 years of age.
• Have one year of licensed driving experience prior to driving on University Business.
• Have an “acceptable” driving record as defined by Risk Management.
• Possess a valid US or Canadian driver’s license with a classification appropriate to the type of Vehicle being driven.
• Possess a valid license from another country where a Vehicle is being operated.
Are exceptions to the Minimum Driver Qualification allowed?

• Requests for exceptions to the Minimum Driver Qualification requirements must be submitted to Risk Management in advance for review on a case-by-case basis.
What is an “Acceptable” Driving Record?

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<tr>
<th></th>
<th>Acceptable</th>
<th>Conditional</th>
<th>Unacceptable</th>
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<tbody>
<tr>
<td><strong>Moving Violations</strong></td>
<td>2 or fewer violations in the past 3 years</td>
<td>3 violations in the past 3 years</td>
<td>4 or more violations in the past 3 years</td>
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<tr>
<td><strong>At-Fault Crashes</strong></td>
<td>1 or fewer crashes in the past 3 years</td>
<td>2 crashes in the last 3 years</td>
<td>3 or more crashes in the past 3 years</td>
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<td><strong>Major Offenses</strong></td>
<td>A single citation in the past 3 years for any of the following offenses:</td>
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<td>• Any alcohol or drug-related driving offenses</td>
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<td></td>
<td>• Refusal to submit to a blood alcohol test</td>
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<td>• Reckless driving</td>
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<td>• Leaving the scene of an accident</td>
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<td>• Any felony crime committed with a vehicle</td>
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Individuals in the “Acceptable” category

If you self-evaluate and determine you have a driving record that falls into the “Acceptable” category and meet all other requirements:

• You are authorized to operate a vehicle on University Business

• You must report to your supervisor any change in your driving record that changes your classification from “Acceptable” to “Conditional” or “Unacceptable.”
The University reserves the right to:

- Perform an MVR check at any time on anyone authorized, or seeking authorization, to operate a Vehicle on University Business or for any other University purpose.
- Perform these MVR checks at whatever time or frequency it deems appropriate.
- Deny authorization for you to operate a Vehicle for University Business or for any other University purpose for any reason.
Employees in the “Conditional” category

If you self-evaluate and determine you have a driving record that falls into the “conditional” category:

• Inform your supervisor or responsible Purdue management official immediately.
• Your supervisor or management official must contact Risk Management for further evaluation.
• You may be required to successfully complete remedial driver training as assigned by Risk Management.
Completion of Remedial Driver Training

• Successful completion of the assigned training will allow you to remain authorized to operate a Vehicle on a “conditional” basis.

• If a “conditional” driver completes required training but later progresses to the “unacceptable” category, the driver will lose his or her authorization to operate a Vehicle on University Business or for any other University purpose until the driving record becomes “acceptable.”

• Failure to successfully complete any assigned training within 30 days of being notified of the training requirement will result in the loss of authorization to operate a Vehicle for University Business or for any other University purpose.
Employees in the “Unacceptable” category

If you self-evaluate and determine you have a driving record that falls into the “Unacceptable” category:

• Inform your supervisor or responsible Purdue management official as soon as possible.
• The supervisor or management official must contact Risk Management for further evaluation.
• You may **not** operate a Vehicle for University Business or for any other University purpose.
Who must have an MVR check?

- If you routinely operate a University Vehicle five (5) or more times per week
- If your job description requires the possession of a valid driver’s license
How do I get an MVR check if I am required to have one?

• Your employing University department must supply your name and information to Risk Management along with a USA General Release form.
• Risk Management will conduct an MVR review to verify that you meet the Minimum Driver Qualifications.
• Risk Management will notify you and your department with the results of the MVR review.
What are the requirements for students and volunteer?

- Must be 18 years of age
- Must have at least one year of licensed driving experience
- Must be 20 years of age, with 2 years of licensed driving experience to operate a van.
Where can students and volunteers operate vehicles?

• May only operate a Vehicle on University Business while within the United States or Canada
• May **not** operate a Vehicle on University Business or for any other University purpose in any other country
  – Graduate Students traveling abroad on official University Business are exempt from this restriction.
Do Students and Volunteers need an MVR?

Yes, students and volunteers must complete a Request for [Driver Authorization Form RM01](#) if they:

- Operate a University Vehicle.
- Operate a Personal Vehicle on University business, or for any other University purpose (specific written approval is required for such use).

For student and volunteer drivers:

- An RM01 must be forwarded to Risk Management by the requesting department or Business Office for Student Organizations
- Risk management will conduct an MVR review
When traveling on University business you must...

- Certify on the [Request for Authority to Travel Form 17](#) that you have reviewed the Minimum Driver Qualifications, fall within the “acceptable” category and all requirements established by the Use of Vehicles for University Business Policy.

- Certify on the [Transportation Service Form 1](#) that you have reviewed the Minimum Driver Qualifications and that you fall within the “acceptable” category.
What are my responsibilities?

1. Review the Use of Vehicle for University Business Policy.
2. Self-evaluate your driving record.
3. Determine if you meet all the qualifications to operate a vehicle on University business.
4. Notify your supervisor if you do NOT fall in the “acceptable” category.
What are a supervisor’s responsibilities?

- Ensure all individuals within your area of responsibility have read and reviewed the [Use of Vehicles for University Business Policy](#).
- Identify all positions/individuals who must have an MVR check.
- Submit names of employees who must have MVR check using the MVR Batch Template spreadsheet supplied by Risk Management.
- Submit [RM01 Request for Driver Authorization](#) and [USA General Release](#) forms to Risk Management for students and volunteers who operate vehicles on University business.
Questions Please

If you have any questions...

• Check out the Vehicle Use Policy FAQ’s on the Risk Management website [http://www.purdue.edu/risk_mgmt/pdf/vehicleuseFAQ.pdf](http://www.purdue.edu/risk_mgmt/pdf/vehicleuseFAQ.pdf)

• If you don’t find your answer there, submit your question to Risk Management at drivesafe@purdue.edu

• Or call Risk Management at 48104.