

Vehicle Use and Driver Certification





Vehicle Use and Driver Certification Policy

Reason for the Changes:

- Recent audit from our auto insurer prompted changes to our policy and program to meet insurance company requirements and industry best practices
- We currently have ~2,000 certified drivers, many of those drivers are students under the age of 21
- We maintain a decentralized fleet of ~150 vehicles
 - Students are driving vans and autos, transporting other students



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Recent Changes:

- Annual requirement
- Transitioned from a point system to a scoring system
 - Previously: To be a certified driver, must have a valid driver's license with less than 6 points
 - Now: Minimum qualification is having a valid driver's license and the ability to be insured by the University
- New hire process is now a coordinated effort between Environmental Health & Safety/Risk Management (EHS/RM) who now runs the Motor Vehicle Report (MVR) and HR who performs the background check
- No texting while driving
- Hands free phone operation is preferred



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Recent Changes:

- Personal vehicle on UD business that involves mileage reimbursement
 - Language added to the travel form
 - Insurance follows the vehicle so personal auto insurance is primary and UD's insurance is secondary
- Employees with personally assigned vehicles shall not allow drivers under 21 to drive their vehicle
 - Any additional driver should be certified



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Things that have not changed, but need to be emphasized:

- To rent for UD business the driver must be certified
- Whenever possible, use the Enterprise/National contract established by UD
 - Has built in insurance and discount rates
- If you are not renting through Enterprise/National Rental, accept the additional property insurance for the rental vehicle, commonly known as “loss damage waiver” or “collision insurance”



Conclusion

- Improvements
 - Providing certificates and reminder emails
 - Web page updates and FAQ's
 - List of certified drivers on web page
- Communication Strategy
 - Announce/Portches

Student Travel for Student Organizations

- Third party provider must be used for events/trips involving alcohol.
- Students must be certified if they are driving university-insured vehicles.
- Last option: If students drive personally-insured vehicles for an officially registered student activities event thru the Center for Student Involvement, the students are required to complete the Personal Vehicle Questionnaire (available to students on OrgSync). Individual insurance will be the primary coverage. UD does not provide coverage for personal vehicles.

What about Class Field Trips ?

- If the students do not drive a university-insured vehicle, and will not be asking for reimbursement, they do not need to be certified.
- Caveat: If students drive personally-insured vehicles, you may want to have them complete the "Personal Vehicle Questionnaire", but it is **not** required by the university for class-related trips.
 - CAS and EHS/RM recommend that student do complete the form, so it is clear that the students are aware that their personal auto insurance is primary and to declare a low risk driving record.
- Third party provider with insurance is always the preferred option, ex: Buckeye Charters.
 - provides peace of mind and enhances the "class-trip" atmosphere.