

Vehicle Use and Driver Certification





Changes to the Vehicle Use and Driver Certification Policy

Policy Updates:

- A recent audit from our auto insurer prompted changes to our policy and program to meet insurance company requirements and industry best practices
- Please review the policy at:
<https://www.udayton.edu/policies/index.php>



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Recent Changes:

- Annual requirement for certification:
https://www.udayton.edu/facilities/ehsrm/online_training_folder/driver_safety_training_main.php
- 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
- No texting while driving
- Hands free phone operation is preferred



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Recent Changes:

- Using personal vehicle on UD business that involves mileage reimbursement
 - Driver certification requirement added to the travel form
 - Note: Insurance follows the vehicle, 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 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
 - Indicate Rental Contract ID: XZ38Y40 when making a reservation
- 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**
 - As of January 2015, EHS/RM began providing certificates
 - A reminder email is sent 30 days prior to your expiration date
 - List of certified drivers on web page