

**1. Who needs to be a University certified driver?**

Faculty, Staff, Students and Volunteers who drive a UD-insured vehicle, golf cart or rental on behalf of the University and/or those who receive mileage reimbursement for operating their personal vehicle for UD events or business are required to complete the online driver certification process.

**2. How do I complete the driver certification session and how often is it required?**

Certifications are required annually on or before your expiration date. The online certification session can be completed in approximately 15 minutes. Visit the Environmental Health & Safety/Risk Management (EHS/RM) website at:

[https://www.udayton.edu/facilities/ehsrn/online\\_training\\_folder/driver\\_safety\\_training\\_main.php](https://www.udayton.edu/facilities/ehsrn/online_training_folder/driver_safety_training_main.php)

**3. What is the criteria to become a University certified driver?** Complete the online session and submit the signed certification form as directed. Please allow up to 10 days for EHS/RM to receive your motor vehicle report. States other than Ohio can take 10 days or more. Upon approval based on your driving record, you will receive an email with your certificate.

**4. Where can I get an insurance card?**

The insurance card is needed when using a UD vehicle or rental. UD vehicles should already have a card in the glovebox. If not, the card can be obtained by calling EHS/RM at (937) 229-4503, and it can be emailed or faxed to you.

**5. What if I need to rent a vehicle for University business?**

UD established a contract with Enterprise/National rental for UD business and event use. The contract includes discounted rates, additional insurance, roadside assistance and claim management. Use contract no. XZ38Y40 when scheduling. Rental drivers must also complete the UD driver certification session.

**6. Do I need to accept the additional insurance when I rent a vehicle?**

Not when using Enterprise or National within the UD contract. If you are not using the University contract, please accept the additional insurance for “loss damage waiver” or “collision liability” which covers damages to the rental and third party damages.

**7. Can I use the UD rental contract for personal use?**

No

**8. When do I need to be certified to drive my personal vehicle on UD business? Why?**

The driver certification session must be completed before using your personal vehicle for UD business, **only if** you are submitting mileage reimbursement. Although your personal insurance is still primary in the event of an accident, UD’s insurance might come into play under certain circumstances. It is important that individuals driving on behalf of the University maintain a safe driving record.

**9. Are students required to be certified to use a UD vehicle or rental?**

Yes. The driver certification session must be completed annually on or before the expiration date.

**10. Are students driving to internships or other UD events required to be certified?**

Currently, drivers are only required to be certified when driving UD vehicles or rentals or when they are submitting mileage reimbursement.

**11. How do I report an accident when using a UD vehicle or rental?**

In an accident involving another party, contact the local police to report the accident. If on campus, contact UD Public Safety (937) 229-2121. For all types of vehicle accidents, notify EHS/RM at (937) 229-4503. If using a rental, call the roadside assistance number on the back of your contract and also notify EHS/RM.

**12. What if an accident occurs while I'm driving my personal vehicle on UD business?**

Promptly report the accident to your personal insurer. If you or other passengers are injured, notify Human Resources to discuss potential worker's compensation procedures.