

In order to assist in reducing liability claims and control premium costs, Anderson University (the "University") has developed the following driving policy. This policy provides guidelines for:

1. Anyone assigned a University-owned vehicle or anyone wishing to drive a University-owned or rented Motor Pool vehicle, including University personnel, guests, and students.
2. University personnel who drive their personal vehicle while on company business.

Questions may be addressed to the Business Manager for Business and Auxiliary Services.

University Personnel (faculty & staff) and Guests

1. No University-owned or rented vehicle, whether assigned or a Motor Pool vehicle, is to be used for personal purposes with the exception of use by those persons keeping a Business Office-provided mileage logbook of personal versus business use.
2. Any persons assigned a University-owned vehicle, including use of a vehicle during regular working hours.
3. Must have their driving record reviewed each year. Persons not assigned to a car, but wishing to drive a Motor Pool vehicle may make an application for driving authorization. A driving record must be obtained from University personnel for authorization to drive a motor pool vehicle. This record will be obtained and reviewed by the University's insurance carrier and Business & Auxiliary Services to determine driving privileges eligibility. In the years following the receipt of the initial driving record, University personnel must renew their driving application with the understanding that their driving record will be reviewed by the University's insurance carrier and Business & Auxiliary Services to determine continued driving authorization.
4. University personnel may provide driving record information at the time of employment, if they are not assigned a University-owned vehicle. This voluntary application, if approved, will allow the person to drive a motor pool vehicle as needed. Persons who do not provide this information at the time of employment must provide this information prior to reserving a University vehicle for conducting business of their department or the University.
5. Under direction of the University's liability carrier, a person will be authorized to drive a University-owned vehicle or rented vehicle only if they have a valid U.S. driver's license and the following conditions are met:
 - a. Have no more than two (2) moving violations for the prior three (3) years.
 - b. Have no major moving violations.
 - c. Have no more than one (1) at-fault accident for the prior three (3) years.
 - d. Do not have the combination of one (1) at-fault accident and one (1) violation within the last three (3) years when not the same accident.

Definitions of major violations, moving violations and at-fault accident appear at the end of this policy.

Any violation which occurs after a driving test pass has been issued, and which changes the eligibility of the violator may result in loss of authorization to operate said vehicles. It is the responsibility of any faculty/staff, guests or student with an authorized driving pass to notify Business and Auxiliary Services immediately if, between annual driving record checks, the driving infractions occur which cause the driver to fall outside the guidelines of this policy. Notwithstanding the policy discussed herein, the University reserves the right to refuse a driving pass or rescind a driving pass to any individual who's driving record or driving conduct, in the University's sole discretion, is unacceptable. This may include, but is not limited to: multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace and University Policies in University Handbooks).

6. University personnel driving their own vehicle on University business must also meet the eligibility standards as listed in Section 4. This is due to the fact that the University's Worker's Compensation insurance is in effect for said drivers. Ineligible drivers doing so on University business may be subject to disciplinary procedures, up to and including termination. Additionally, it should be noted that the University's insurance does NOT cover damage to personal vehicles, even being used on company business.

Student Personnel:

1. Freshman students will **not** be permitted to drive University-owned or rented vehicles. A freshman may be granted limited use of a vehicle if extenuating circumstances arise and are verified with Business and Auxiliary Services. Extenuating circumstances are normally related to employment requirements. *Adult students, age 22 or older, who are freshman are exempt, but must comply with items three, four, and five of this section.*
2. Students (sophomore, junior, senior, graduate) may be granted driving privileges on a yearly basis provided the following:
 - a. A driving record and application are on file with Business and Auxiliary Services prior to the date needing to drive a University vehicle.
 - b. Student complies with the standards listed under item 4 in the University Personnel section. Notwithstanding the policy discussed herein, the University reserves the right to refuse a driving pass or rescind a driving pass to any individual who's driving record or driving conduct, in the University's sole discretion, is unacceptable. This may include, but is not limited to: multiple moving violations, negligent driving, open container, DUI, reckless driving, hit and run, or driving with a suspended license. (See Drug Free Workplace & University Policies University Handbooks)
 - c. After application and driving record are received, and determined to be acceptable, student will be issued a driving pass for one year as of the date of approval. Students must sign an affidavit each subsequent year stating that the application and driving record are correct and current.
3. Students that apply to drive a 12-passenger van with limited driving experience for this type of van, will be required to take a driving test. This test will be conducted by our Physical Plant Department, prior to the use of the van. If a student does not pass the driving test, they will not be approved to drive a University van.

Temporary Passes:

No temporary passes will be issued for driving privileges. University application and Motor Vehicle Record (MVR) from the issuing state of the applicant's driver's license must be on file with Business and Auxiliary Services prior to receiving a University Driving Pass.

Please Note: Physical Plant, namely Motor Pool, will not provide keys to any person without an authorization card to drive a University-owned vehicle.

Multiple Drivers:

Uses of University-owned vehicles resulting in the need for multiple drivers require all drivers to have a valid University drivers pass.

Definitions:

1. Major Violations – Includes, but is not limited to:
 - a. Criminal Type Convictions within the last 5 years
 - i. Negligent Homicide
 - ii. Manslaughter
 - iii. Failure to Stop & Identify (Hit & Run)
 - iv. Suspended or Revoked License
 - v. Drag Racing
 - b. Driving Under the Influence within the last 5 years
 - c. Driving While Impaired within the last 5 years
 - d. Reckless Driving within the last 5 years
 - e. Careless Driving within the last 3 years
 - f. Assault involving a motor vehicle
 - g. Passing a stopped school bus.
 - h.
2. Moving Violations – Includes, but is not limited to:
 - a. Speeding violations
 - b. Improper or Excessive Lane Changes
 - c. Following too Closely
 - d. At Fault Accidents
 - e. Running a red light/stop sign
 - f. Failure to Yield
3. Not at fault accidents, seatbelt, and failure to register vehicle are not considered moving violations, but may be considered unacceptable.
4. At Fault Accident
 - a. Any Accident where the driver is cited with a violation, or negligently contributes to the incident; OR
 - b. Any single vehicle accident that is not caused by actual equipment failure.