

# UNIVERSITY POLICY

## University Driving

**Number:** 6.100  
**Organizational Part:** Volume Six – Facilities and Institutional Safety  
**Chapter:** One – Facilities Management  
**Policy Type:** Institutional Wide  
**Responsible Office:** Facilities and Institutional Safety  
**Effective Date:** October 7, 2010  
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### POLICY STATEMENT

Establishing expectations for all university employees or students who may drive a university-owned/leased/rented/or personal vehicle is critical to ensure safety both on campus and off campus.

### REASON FOR POLICY

Butler University employees and students, in the performance of their job duties and university events, may find it necessary to drive a university-owned/leased/rented/or personal vehicle. The following policy exists to ensure that only those individuals with acceptable driving records are permitted to drive a university-owned/leased/rented or personal vehicle for the purposes of Butler University business or Butler University sponsored functions.

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### ENTITIES AFFECTED BY THIS POLICY

Institutional Wide

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### POLICY APPROVAL

General Counsel

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### CONTACTS

Director of Risk Management

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### DEFINITIONS

<b>Motor Vehicle Driving Record</b>	A driver record contains your driving history. The record shows current and resolved court-ordered suspensions, citations, violations, and other entries impacting your record - including reinstatement fees owed to the BMV.
<b>Insured Driver List</b>	List of all approved drivers maintained by the Office of General Counsel.

## PROCEDURES

1. Employees and students who are seeking authorization to drive for university business or sponsored events must submit a Butler University Driver Application, with signed supervisory approval, to the Office of General Counsel, two weeks prior to their driving event.
2. The application will be submitted to Butler University's insurance carrier for approval. A Motor Vehicle Driving Record will be obtained on the applicant. Information regarding insurability will be treated as confidential. Upon approval, the person requesting permission to drive for the University will be insured by the University and remain on the approved drivers list for the duration of one year, or until the renewal date of June 1<sup>st</sup>, whichever ever period is shorter.
3. No one can operate a university-owned/leased/rented or personal vehicle for University business prior to, or without confirmed approval from Butler University. There will be no exceptions with regards to partial or limited driving privileges (i.e. campus only driving). The employee or student's driving record must not display any risk to the University in order to be approved. Positions that require driving a university owned/leased/rented or personal vehicle must be pre-approved and qualify for the insured driver's list **prior to a final job offer being made to a candidate filling the position.**
4. In order to comply with the standards imposed by the University's insurance carrier, the University reserves the right to deny or restrict driving privileges to individuals who have had any of the following incidents:
  - **Charged with operating a vehicle while intoxicated, impaired or under the influence of drugs.**
  - **Charged with any moving traffic violations or parking citations. (in the last three years)**
  - **Had driver's license suspended for any reason.**
  - **Been involved in any vehicular accident. (in the last three years)**
5. Insured individuals are required to report to the Office of General Counsel any new or ongoing offenses of the above within a 10-day timeframe. Driving privileges will be re-evaluated at that time. Failure to report new or ongoing offenses may result in loss of driving privileges.

### A. Renewals

1. Renewal notices for persons on the current approved drivers list will be issued to employees and student coordinators prior to June 1<sup>st</sup> of every year. Any person who does not file a signed Butler University Driver Application for renewal by May 1<sup>st</sup> will be removed from the driving list and will lose all privileges to drive on behalf of Butler University.

### B. Insurance Information

#### Butler owned vehicles

1. All Butler University owned vehicles are insured on the University's insurance policy.

#### Use of Personal Vehicles While on University Business

1. When employees drive their own personal vehicle while on university business, their personal insurance is primary in the event of an accident. Butler University's insurance is a secondary policy for the protection of the University. Employees while on company business are eligible to file for Workers Compensation with Human Resources Management and Development in the event of an injury.
2. Employees that use their personal vehicle on Butler's behalf agree to maintain personal Auto Liability Insurance with a limit no less than \$100,000 per person/\$300,000 aggregate for bodily injury and \$100,000 for property damage and will be prepared to provide proof of insurance if requested.

#### Use of Rental Vehicle on Butler University Business

1. Please refer to section below "Renting a Vehicle for University use". Butler University's insurance covers employee use of a rental car if all rental procedures are followed.

### Renting a Vehicle for University Use

1. Basic rental procedures are as follows:
  - You must be a Butler University Approved driver to rent a car for Butler University business use.
  - If leaving from Butler campus, secure the rental car through Purchasing using a P.O.
  - If renting off campus:
    - List both Butler University and your name on the rental agreement.
    - List Butler University's business address: 4600 Sunset Ave., Indianapolis, IN 46208, not your home address, on the contract.
    - Do not purchase the Loss Damage Waiver or other physical damage insurance from the rental company.
    - Use a university purchasing card to pay for the rental car.
    - Inspect the vehicle for body damage and call any damage to the attention of the rental company both before driving the vehicle as well as upon returning the vehicle and insist that you get a copy of the recorded damage or that there is no damage reported.
    - Do not purchase gas from the rental agency. Rather, fill the vehicle prior to returning it.

### Multi-Passenger Vans

1. Insured individuals who need to drive a full-size van to transport multiple faculty/staff/students to university sanctioned events must meet the following requirements:
  - Must be an approved driver on the Insured Driver List.
  - Driver must be at least 22 years of age.
  - Driver must have a minimum of 6 years of driving experience.
  - Must complete the Certified Van Driver Safety Video through My.Butler in the "Quick Links" category.
  - No more than 10 passengers plus the driver will be allowed in the van.
  - If a 15-passenger van is used to transport passengers, the back seat must be removed or in the event of a rental van the back seat must remain vacant. No baggage can be stored above seat level.

## **C. General Safety, Accident, and Violation Procedures**

### Vehicle safety:

1. Use seat belts at all times. Let other workers ride with you only when the vehicle has a seat belt for each person.
2. Before you begin driving, check your map and become familiar with how to get to your destination. If a rental car is used, become familiar with the vehicle's mirrors, lights, wipers, window, etc. and make adjustments as needed.
3. Do not use your cell phone while driving. If you receive a call or text, pull over at a safe location and return the call or text.
4. Always drive the speed limit. No radar or speed detection devices are permitted.
5. If you start to feel tired or drowsy while driving, stop and take a break.
6. In bad weather conditions, pull over at the nearest safe place and wait it out.
7. Do not drink and drive.
8. Turn off vehicle, lock doors and do not leave valuables (i.e. laptops, GPS, cell phones, etc.) in the vehicle.
9. In the event of parking or traffic citations:
  - Violations must be reported to the Office of General Counsel within 10 days of receipt
  - Driver is responsible for the cost of all fines.

### In the event of an accident:

1. Stay calm. Do not argue with others involved in the accident.
2. Call an ambulance if anyone is injured. Assist those injured, but do not administer first aid unless you are qualified.
3. Call the police. Do not discuss what happened with anyone except the police.

4. Do not admit responsibility for the accident or sign a statement.
  5. Telephone a report to your Butler University department head as soon as possible and complete the University's incident report.
  6. Get names and phone numbers of any witnesses to your accident.
  7. If another vehicle is involved, make a note of the driver's license number, location of the accident, time of day, vehicle description, and driver's name and phone number.
  8. Request the name of the other driver's insurance company and policy number.
  9. All accidents must be reported to the Office of General Counsel as soon as possible.
6. Vehicles operated on campus may not be parked where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard. If a temporary condition (e.g. construction or maintenance) requires a vehicle to impede accessibility, the vehicle's operator shall make reasonable effort to create a temporary and continuous route for all pedestrians, including those with a disability, for the duration of the temporary condition.

## **FORMS/RESOURCES**

Driver Application

## **APPENDICES**

None.

## **HISTORY/REVISION DATES**

Issue Date: October 7, 2010

Amended Date: August 11, 2011; June 5, 2013 – policy transferred to new template; July 29, 2015 – added policy statement and definitions and updated language to include texting; March 23, 2016 – updated renewal dates, rental car damage, and reporting accidents to operations. February 23, 2018 - updated "Contacts" to Director of Risk Management and changing text to read "Must complete the Certified Van Driver Safety Video through My.Butler in the Quick Links category". December 22, 2022 – amended to include statement on vehicles impeding accessibility; amended "insure" to "ensure" in the Reason for Policy. October 5, 2023 – updated reporting to the Office of General Counsel. April 17, 2024 – amended list of approved drivers maintained by the Office of General Counsel.

*Signature of Applicant*

*Date*

**Butler University Driver Application**

**Request Date:** \_\_\_\_\_ **New Request** \_\_\_\_\_ **Renewal** \_\_\_\_\_ **Pre-Employment** \_\_\_\_\_

Full Time Butler Employee: Yes \_\_\_\_\_ No (explain): \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Day Phone \_\_\_\_\_

\*Department Affiliation \_\_\_\_\_ \*Department Contact Person \_\_\_\_\_  
*(person submitting this form for the department)*

Estimated # of times driving for Butler in a year \_\_\_\_\_

Will you be transporting Student/Faculty/Staff? Yes \_\_\_\_\_ No \_\_\_\_\_ Max. # Passengers \_\_\_\_\_

Will you be driving a: \*Passenger van \_\_\_\_\_ Butler vehicle \_\_\_\_\_ Personal vehicle \_\_\_\_\_ other \_\_\_\_\_

**\*PLEASE REFER TO THE BUTLER UNIVERSITY DRIVING POLICY FOR ADDITIONAL REQUIREMENTS.**

Driver's License # \_\_\_\_\_ License State \_\_\_\_\_ Birth Date \_\_\_\_\_

I authorize Butler University and its agent to obtain my Motor Vehicle Driving Record. That information will be treated as confidential. Individuals in positions that require driving a University vehicle, or those that will regularly drive their own vehicle on Butler's behalf must be pre-approved and qualify for the insured driver's list, before employment can be offered, and throughout your employment/association with Butler University. I have not had any of the following incidents in the last (3) years except as explained below:

1. Charged with operating a vehicle while intoxicated, impaired or under the influence of drugs.
2. Charged with any moving traffic violations.
3. Had my driver's license suspended for any reason.
4. Been involved in any vehicular accident.

Explain: \_\_\_\_\_

I understand that I must report to the Office of Operations any future violations or accidents listed above within 10-days after they occur. Driving privileges may be re-evaluated at that time. Failure to report any new or ongoing offenses may result in loss of driving privileges.

If I use my personal vehicle on Butler's behalf, I agree to maintain personal Auto Liability insurance with a limit no less than \$100,000 per person/\$300,000 aggregate for bodily injury and \$100,000 for property damage, and will be prepared to provide proof of insurance if requested.

I have read the Butler University Driving Policy.

*Signature of applicant* \_\_\_\_\_ *Date* \_\_\_\_\_

*\*\*By signing you agree to the terms set forth regarding coverage and acknowledge you have read the driver policy.*

*\*Supervisor's Signature Required for Approval* \_\_\_\_\_

- \*1. If faculty or staff, Department Head or Dean
2. If student, faculty/staff responsible for the event