

Motor Vehicle and Driver Safety Procedure

The following document outlines accepted university practices for employees, volunteers and students when driving leased, rented or owned vehicles on university business and for university sponsored events and field trips.

VEHICLE USAGE	
Department Owned or Long-Term Lease Vehicle	<ul style="list-style-type: none"> • Departments may lease or own vehicles on a long-term basis for their exclusive use. • Insurance must be purchased through the university. • Report vehicle year; make model, serial number, license number, acquisition date and area/org to Risk Management.
Short Term Vehicle Rentals (Cars & Mini-vans)	<ul style="list-style-type: none"> • Contact Purchasing for a list of approved vendors or view the Vendor Rental Supplier Information Form. • The rental must be in conjunction with university-sponsored travel and approved by the budget administrator and/or student organization advisor. • Risk Management must determine driver insurability and approve all requests. To initiate this process, download and complete the Vehicle Rental Request Form. • Employees should waive the supplemental liability coverage and collision damage waiver offered by the rental agency when the rental is for business use.
Short Term Van Rentals (Passenger Vans – 8 seat and larger)	<ul style="list-style-type: none"> • Contact Purchasing for a list of approved vendors or view the Vendor Rental Vendor Information Form found at http://www.bgsu.edu/offices/services/RentalVendorInfo.PDF • The rental must be in conjunction with university-sponsored travel and approved by the budget administrator and/or student organization advisor. • Risk Management must determine driver insurability and approve all requests. To initiate this process, download and complete the Vehicle Rental Request Form. • The university Van Driver Safety Procedure is to be followed.
Use of Personal Vehicles	<ul style="list-style-type: none"> • Use of personal vehicles is strongly discouraged since no reimbursement will be made for accident-related repairs. • If personal vehicles are used, the vehicle owner must maintain automobile liability insurance in an amount sufficient to cover any related property or liability loss and be responsible for their own personal deductible

	<p>charges.</p> <ul style="list-style-type: none"> • The university is not responsible for any increase in premium under the owner/operator's policy as the result of an accident.
International Vehicle Use	<ul style="list-style-type: none"> • Vehicles that cross the boarder into Canada should have in their possession a Non-Resident Canadian Auto Insurance Identification Card available from Risk Management. • When leasing a vehicle outside the United States or Canada coverage should be secured locally through the rental car company.

DRIVER REQUIREMENTS	
Employees, Volunteers and Students	<ul style="list-style-type: none"> • Drivers are to have in their possession a valid driver's license at all times. • Before the trip takes place, each driver must be approved under the university's insurance by completing the Motor Vehicle Record Statement Form. • Once approved, driving privileges with the university remain valid for a period of 12 months. • The university is unable to verify driver insurability status for license holders in Alaska, Arizona, California, Canada, Delaware, District of Columbia, New Hampshire, Puerto Rico, US Virgin Islands, Washington and West Virginia. Click here for a list of government offices that can provide this information. • Employees that do not meet the university's insurance criteria can, under some circumstances, become eligible to drive upon completion of an approved defensive driver safety-training course.
International License-Holders	<ul style="list-style-type: none"> • A copy of the operator's international driving permit must be on file with Risk Management and they must personally attest to their driving history if written verification is unobtainable.
Commercial Drivers License	<ul style="list-style-type: none"> • Drivers of commercial vehicles are required to possess a current valid commercial drivers license (CDL). • A commercial vehicle is classified as any vehicle with a gross combination weight rating of 26,001 or more pounds or designed to transport 16 or more passengers or is used to haul hazardous materials. • Commercial license holders are subject to alcohol and controlled substance testing as defined by the University's Alcohol and Controlled Substance Policy for Employees with Commercial Driver's License.

