



Policy 8.9 Student Vehicle Use Policy

Responsible Official: SVP and Dean for Campus Life

Administering Division/Department: Campus Life

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Overview

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles on University-sponsored activities and programs and while driving University vehicles or those rented for University sponsored-activities and programs.

Applicability

This Student Vehicle Use Policy sets forth the University's regulations and procedures for all students (graduate, professional, and undergraduate) who drive University-owned, rented, or leased vehicles ("University Vehicles") in connection with University-sponsored activities or programs or personal vehicles in connection with University-sponsored activities and programs.

The Student Vehicle Use Policy does not apply to the rental of vehicles to be used by graduate or professional students for a University-sponsored activity or program and that is: (1) for less than seven days, and (2) for a driving distance of no more than 300 miles one-way.

University-sponsored activities and programs are defined in this policy as all activities funded in any way through the University, such as all recognized student organizations, Residential Life, Volunteer Emory, athletic or academic, academic employment or internships, and off-campus programs.

Policy Details

8.9.1 Requirements

To drive a University Vehicle for any purpose, a student will need to:

- Follow this policy;

- Be at least 18 years of age;
- Hold a valid U.S. driver's license and have held either such license or a foreign license for at least two years;
- Disclose any moving violations and vehicle accidents during the last three years;
- Complete the Driving Record Consent Form (available under Forms and Brochures on the Emory HR website), which authorizes Emory University Human Resources to conduct a Division of Motor Vehicles driving record check on an annual basis;
- Have a "clear" or "acceptable" driving record as defined below; and
- Successfully complete the Emory Defensive Driving Course every three years in order to drive a University Vehicle.

8.9.2 Motor Vehicle Record

The University will check a motor vehicle record (MVR) when the Driving Record Consent Form is first submitted and at least bi-annually (every two years) thereafter. Additional checks may be conducted if the University becomes concerned about a student's ability to drive a University Vehicle on a University-sponsored activity or program. It can take up to seven days to receive a MVR from the time a properly completed Driving Record Consent Form is submitted. **Please allow sufficient time for the MVR receipt and review, as you will not be permitted to drive a University Vehicle on a University-sponsored activity or program until your MVR is received and approved.**

MVRs will be assessed based on the criteria below, as a minimum standard. In certain situations, drivers may be held to higher standards, depending on the nature of the driving, their driving record, or concerns about their ability to drive safely.

An MVR will be considered unacceptable if it involves:

(a) One or more of the following violations during the previous three-year period:

- reckless driving;
- driving while impaired or under the influence of alcohol or drugs;
- homicide by vehicle, negligent homicide or involuntary manslaughter;
- fleeing or attempting to elude police officers;
- driving without a license or while a license is suspended or revoked;
- hit and run or failure to stop after an accident; or
- major speeding (20 MPH or more over limit)

(b) Two or more of the following violations during the previous three-year period:

- speeding (less than 20 MPH over limit);
- any other moving violation other than speeding or listed in (a), (b) or (c);
- "at-fault" accident; or
- failure to have required insurance

(c) Three of the following violations during the previous three-year period:

- defective equipment;
- oversize or overweight load;
- operating without required equipment or warnings;
- other equipment violations; or
- not "at-fault" accident

Driving records must be clear or acceptable, as outlined above, for a student to drive a University Vehicle on a University-sponsored activity or program.

If a student does not meet the requirements, he or she will not be allowed to drive a University Vehicle on a University-sponsored activity or program.

If a student's driving record changes or if there is a change in a student's medical condition that may affect his or her driving after his or her initial driving approval, the student must report the change immediately to the office or department that manages such travel, or owns, rents, or leases the vehicle.

If a student becomes ineligible to drive a University Vehicle on a University-sponsored activity or program, his or her approved status will be revoked for the duration of his or her enrollment at the University. Further, the student may be subject to disciplinary action from the Office of Student Conduct for undergraduate students or the appropriate graduate or professional school conduct process for graduate students.

8.9.3 Driver Training

In order to drive a University Vehicle, students must successfully complete the Emory Defensive Driving Course once every three years. The Division of Human Resources oversees the online Emory Defensive Driving Course, and the National Safety Council will certify individuals who successfully complete the Defensive Driving Course.

Students must first have their Motor Vehicle Record checked by turning in an MVR Clearance Form and a copy of their Drivers License to the Office of Student Leadership and Service in the DUC, Room E340. Once the MVR passes, the student will be emailed information on how to take the course. For forms and more information - www.osls.emory.edu and click on Eagle Source.

Individuals who do not successfully complete the Defensive Driving Course will be provided an opportunity to repeat the course and successfully complete it. If a passing score is not attained the second time, such students will not be allowed to drive on a University-sponsored activity or program, and a decision will be made regarding the employment status of a student whose job requirement requires driving on a University-sponsored activity or program.

8.9.4 Personal Vehicles

A student who uses his or her personal vehicle on a University-sponsored program must:

- Obtain personal auto insurance and provide the following upon request - a valid and current certificate of insurance that includes insurance company name, make/model of vehicle, vehicle VIN number, policy number and name of person insured.
- Acknowledge that the University does not carry insurance on, and assumes no responsibility for, any damage to personal vehicles, even when used on a University-sponsored activity or program. The student's auto insurance will respond for third party liability including liability for injuries to passengers in the vehicle. It is an industry standard that insurance follows the vehicle.
- Acknowledge that he or she will be responsible for paying any deductibles or co-pays associated with his or her insurance in the event of an accident.

8.9.5 Travel Limitations

- Students may not drive a University Vehicle, and may not drive a personal vehicle on a University-sponsored activity or program, more than 300 miles one-way. For trips over 300 miles one-way, students must contract with a third party carrier (i.e. airline, bus company, shuttle service).
 - o **Note:** Proposed travel that falls outside of these travel limitations must be reviewed and approved in advance by the Student Travel Committee (Director of Student Leadership and Service, Dean of Students, Director of Athletics and Recreation). Third party carriers must be chosen from a list pre-approved by the Student Travel Committee. For more information, please contact the Director of the Office of Student Leadership and Service.
- Do not exceed the recommended load capacity for vehicles for both number of passengers and weight of cargo.
- 15 passenger vans may not be leased, purchased or driven as University vehicles.

8.9.6 Travel Itineraries/Parties

- This section of the policy applies to all trips greater than 60 miles from Emory's campus.
 - A complete roster of travelers including cell phone numbers and a trip itinerary should be filed with appropriate on-campus personnel (i.e. staff member, student organization advisor) for each University-sponsored activity. There should be at least two on-campus personnel who have responsibility for implementing the emergency action plan (see 8.9.8), and the traveling party should have emergency phone numbers for both of these individuals.
 - There should be more than one traveling person designated as the "person responsible" on all trips in case of injury to one of the persons.
 - Other than Emory students, minors may not ride in vehicles used on a University-sponsored activity or program.
 - Family members may not be transported in University Vehicles or in personal vehicles used on a University-sponsored activity or program.

8.9.7 General Operating Instructions

- Drivers must drive responsibly and are expected to follow traffic laws, posted speed limits, practice defensive driving, wear seat belts and avoid any activity that has the potential to divert attention from driving safely.
- Drivers are restricted from activities of distracted driving while driving on behalf of the University, including but not limited to use of cell phones, texting, smoking, eating, checking email, etc.
- Drivers must monitor weather and road conditions and commit to change plans if warranted to ensure safety. This may mean taking breaks more frequently, stopping overnight, or postponing the trip altogether.
- Change drivers at least every 2 hours, more frequently if the driving is fatiguing.
- Drivers must assess the type of driving (highway, back roads, winding roads, hilly roads) compared to the driver's experience and comfort level and assign driving shifts accordingly.
- Do not caravan. Each driver should have a set of directions and maps. Do not attempt to stay together or rendezvous along the way. Each driver should travel independently. It is recommended that there be no driving between 12:00 midnight and 6:00 a.m.
- While driving on a University-sponsored activity or program, a driver may not be under the influence of illegal drugs or alcohol. Drivers and passengers may not bring alcoholic beverages (even unopened) into a vehicle. Such behavior will subject students to disciplinary action as determined by the Office of Student Conduct.
- Drivers must secure University Vehicles when not occupied and must have contents reasonably safeguarded.
- The use of radar detectors (or similar speed enforcement detection) is strictly prohibited.
- Trailer, hitches or towing are not permitted without special permission.
- University Vehicles should be used only for University business and should not be taken home at night (special exceptions may be approved by student activity advisor).
- Drivers are personally responsible for paying all traffic tickets.

8.9.8 Emergency Action Plan and Accident Reporting

8.9.8.1 Important Notes

- The University's liability insurance protects the University against damages resulting from bodily injury and/or property damage. The University's liability insurance will also protect an authorized driver as long as the authorized driver is driving a University Vehicle and is acting within the scope of his/her authority and responsibilities. As noted above, however, when driving your personal vehicle - even on a University-sponsored activity or program - your personal insurance is primary.
- Immediately report all accidents during a University-sponsored program to your student activity advisor, even if you are driving your personal vehicle per the agreed upon Emergency Action Plan.
- Depending on the circumstances, advisors will contact the following University officials to enact an emergency action plan:
 - o University Communications - 404/727-6216
 - o Emory Police Department - 404/727-6111
 - o Campus Life Emergency Line - 404/280-7073 or 404/895-5948
- Failure to report an accident will result in the revocation of your authorization to drive a University Vehicle on a University-sponsored activity or program.
- All University-owned vehicles contain an accident reporting kit and insurance card. Driver is responsible for using kit in the event of an accident.
- When you return to campus, promptly complete an [Accident Report](#) with the Emory Police Department and contact the Office of Risk and Insurance Services.
- All accidents will be investigated and may result in revocation of driving authorization and other disciplinary action.

8.9.8.2 Recommended Emergency Action Plan Guidelines

- Each department and division should develop detailed instructions in an Emergency Action Plan. This plan should be disseminated to all students driving or travelling under your jurisdiction.
- All chartered Student Organizations should abide by the Office of Student Leadership & Service Emergency Action Plan unless otherwise noted (http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.html).
- General recommended actions to include are as follows:
 - Assess safety of self and passengers
 - If injuries, Call 9-1-1 immediately.
 - If no immediate injuries, move the vehicle to a nearby, safe place if possible.
 - Call 9-1-1.
 - Take down all information, take pictures of damages, etc...
 - Contact your activity advisor, faculty, or staff member ASAP
 - When police arrive, do file a police report no matter how serious the damage or injuries
 - Work with your advisor, faculty, or staff member contact to determine how to proceed back to campus.
 - Within 24 hours, contact Office of Risk Management to alert to the issue (EPD/Risk Management - 404-727-6111/404/686-2470).
 - Complete an internal incident report form to document statements from all witnesses back on campus.

8.9.9 Violations of this policy may subject a student to disciplinary action as determined by the Office of Student Conduct.

Related Links

- Current Version of This Policy: <http://policies.emory.edu/8.9>
- [Safe Driver Enrollment Form](http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm) (http://www.osls.emory.edu/student_orgs/eagle_source/student_driving.htm)

Forms and Attachments

Driving Record Consent Form : [download](#)

Contact Information

Subject	Contact	Phone	Email
Student Travel Committee	Student Leadership & Service	404/727-6169	
Vehicle Rental Reservation	Enterprise	404/727-8267	
Motor Vehicle Record Check	Human Resources	404/727-7611	
Application Questions-Students	Student Leadership/Service	404/727-6169	
Accident Reporting	EPD/Risk and Insurance Services	404/727-6111	
Insurance Claims	Risk and Insurance Services	404/686-2470	
Vehicle Policy Questions	Student Leadership/Service	404/727-6169	

Revision History

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- Version Published on: Dec 12, 2012 (*2nd sentence under applicability*)
- Version Published on: Sep 27, 2012 (*procedures and protocol revisions*)
- Version Published on: Jun 22, 2012 (*corrected link in 8.9.3*)
- Version Published on: Oct 18, 2010
- Version Published on: Mar 03, 2010
- Version Published on: Feb 12, 2010 (*Original Publication*)

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