

# THE UNIVERSITY OF CHICAGO

## STUDENT VEHICLE USE PROGRAM

### I. SCOPE

- A. This policy applies to student use of vehicles on University authorized trips in the following areas:
  - 1. Student Organizations
  - 2. Club Sports
  - 3. Volunteer Activities (Community Services)
  - 4. Housing Activities

### I. RESPONSIBILITY

- A. The Dean of Students and his/her designees are responsible for the administration of this policy.
- B. The Risk Management Department is responsible for:
  - 1. Managing the Student Vehicle Loss Control Program
  - 2. Maintaining vehicle insurance
  - 3. Distribution of current insurance cards and information.
  - 4. Investigating accidents
  - 5. Assisting in evaluation of driver's qualifications through motor vehicle record (MVR) review.
- C. Drivers are responsible for:
  - 1. Safe, legal operation of vehicles
  - 2. Reporting any accident or traffic violation involving ANY VEHICLE used on University business, especially a University-owned or rented vehicle
  - 3. Reporting to the Dean of Students or his/her designee
    - a. Any moving violations, license revocations or suspensions
    - b. Any impairment that may affect their ability to drive
  - 4. Cooperating fully with the investigation and defense of any claim or suit regardless when such action may be brought

### II. ADMINISTRATION

- A. Dean of Students in the University and his/her designees are responsible for the administration of this policy.
- B. Risk Management Department will monitor the effectiveness of this policy.

### III. STUDENT DRIVER QUALIFICATION

- A. Students must apply for the privilege of driving. To do so, students must:
  - 1. Provide a photocopy of their valid U.S. driver's license.
  - 2. Complete and sign the Student Vehicle Use Authorization Form (Attachment A) containing the following information:
    - a. Provides driver history indicating whether the driver has ever been cited for a traffic violation or involved in an accident
    - b. Identifies types of vehicles driven
    - c. Provides approximate miles of driving experience
    - d. Affirms he/she has no impairment that affects the ability to drive
    - e. Agreement to abide by the Student Vehicle Loss Control Program
    - f. Agrees that he/she to have a valid driver's license in his/her possession.
    - g. Agrees to report accidents and traffic tickets promptly
    - h. Agrees that violations of the agreement are subject to University discipline

3. The student must complete a new Student Vehicle Use Authorization Form and the MVR must be checked each year.
- B. The Dean of Students of the University and his/her designees will not permit a student to drive a vehicle on a university authorized trip unless the following qualifications are met:
  1. **MINIMUM AGE**
    - a. 18 for vehicles other than 15 passenger vans or trucks.
    - b. 20 for University owned 15 passenger vans and trucks.
    - c. Rental car company minimum age requirements apply when renting a vehicle for University business.
  2. **ACCEPTABLE DRIVING RECORD**
    - a. Valid US driver's license for at least two years
    - b. More than 2,000 miles driving experience
    - c. Has received no moving violations, convictions or court-ordered supervision.
  3. The Dean of Students and/or his/her designees will confirm the qualifications of the student for the following:
    - a. **Use of trucks, university owned 15 passenger vans or vans with 7 or more passengers:**
      - (1) Submit a Vehicle Use Acknowledgement Form as instructed on the bottom of the form for a request for a state of licensure's motor vehicle record (MVR).
      - (2) Test the driver's ability to drive the vehicle by accompanying the driver on a road test.
        - (a) Exception: Road tests for the University owned 15 passenger vans are conducted by the University of Chicago Police Department.
      - (3) Require the student to successfully complete an approved driver computer based training program if they are to drive a van with seven or more passengers. Programs are available through designated programs or by contacting Risk Management at 773-702-1951.
    - b. **For trips over 250 miles**
      - (1) Conduct an MVR check on all potential drivers.
      - (2) Students must follow all regulations as provided in Section IV.

#### IV. REGULATIONS

- A. **Student drivers must adhere to the following regulations:**
  1. Must have valid drivers license in their possession.
  2. Must be alcohol and drug free, including illegal, prescription, and non-prescription drugs.
  3. Must limit use of the vehicle as authorized and may transport only those on University business
  4. Must not transport family members, hitchhikers, friends, or anyone else not on official University business.
  5. Must check the vehicle before driving to make sure that the lights, brakes, horn and steering are operating properly and for University owned vehicles and rental vehicles, complete vehicle inspection form prior to use and at the end of the trip. Do not use the vehicle if these items are not operating properly.
  6. Limit occupancy to number of seatbelt sets.
  7. Must ensure that each passenger is seat belted.

8. Obey all traffic regulations and ordinances.
9. Remove keys from vehicle and lock unattended vehicles. A vehicle stolen while the keys are in the ignition cannot be covered under the University insurance program.
10. Must not operate vehicle when driving conditions are hazardous (ice, snow, heavy rain, fog)

**B. SHALL NOT:**

1. Adjust the controls of the radio, tape player or CD player.
  - a. These may be played so long as the sound level is low enough to permit the driver to hear a car horn or emergency vehicles
2. Eat or drink while driving.
3. Smoke while driving.
- 4. Use a cell phone to talk or text while driving.**
5. Operate a vehicle for more than
  - a. Three consecutive hours
  - b. Six total hours in one day
6. Ride in a vehicle for more than 16 hours within a 24 hour period

**V. TRIP MANAGEMENT**

**A. All Drivers must adhere to the regulations in Section VI when operating a vehicle on University business.**

**B. Use of Trucks and Vans**

1. University owned 15 passenger vans may only be used in the Chicagoland area Use on highways or other roadways requiring higher speeds is not recommended.
2. It is strongly recommended that users refrain from renting 15 passenger vans for passenger transportation. Utilize bus rental or rental of smaller capacity vans for group travel. You will not be allowed to rent 15 passenger vans from Chicagoland Enterprise locations when driving on University business.
3. No student under the age of 20 is allowed to operate a truck or van.

**C. ALL TRIPS OVER 250 MILES**

1. Must be pre-approved after submission of proposed route, itinerary, passengers and designated drivers.
2. At least one other person must be awake in the seat next to the driver at all times.
3. May drive between 6:00 a.m; and 12:00 midnight only.

**VI. RULE VIOLATIONS/ACCIDENTS**

**A. All accidents must be promptly reported to Dean of Students or his/her designee and to Risk Management at 773-702-1951 for investigation.**

**B. All traffic citations must be reported to Dean of Students or his/her designee as they may affect the driver's qualification under this program.**

**C. CONSEQUENCES**

1. A driver issued a traffic citation or "involved in an accident may no longer drive under this program.
2. The Club or activity responsible for vehicle physical damage will be required to pay the University's insurance deductible, currently \$250 for owned vehicles and \$500 for rented vehicles.
3. May be subject to other student disciplinary procedures as appropriate.

**VII. DEFINITIONS**

- A. Safe driving
  - 1. Driver is physically and mentally able to drive.
  - 2. Driver conforms to traffic laws, signals and markings.
  - 3. Driver allows for darkness and adverse weather and traffic conditions.
  - 4. Driver operates vehicle in a defensive and courteous manner.
- B. University business includes use of vehicles:
  - 1. Within the scope of the authorized University activity
  - 2. To further the University mission
  - 3. Authorized by a department

*The Student Vehicle Loss Control Program and Forms associated with the program are available on the Risk Management Web Site at [http://rmas.uchicago.edu/risk\\_management/auto\\_insurance.shtml](http://rmas.uchicago.edu/risk_management/auto_insurance.shtml)*

Reviewed: February 4, 2009

Revised September 2010

Reviewed: August 21, 2013

### The University of Chicago Student Vehicle Use Authorization Form

Organization Name \_\_\_\_\_  
Driver's Name \_\_\_\_\_ Email \_\_\_\_\_  
Date of Birth \_\_\_\_\_ UCID # \_\_\_\_\_ SS# \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Driver's License Number: \_\_\_\_\_ State \_\_\_\_\_  
Years Licensed \_\_\_\_\_ Approximate Number of Miles Driven \_\_\_\_\_

Types of Vehicles Driven (Check all that apply):

Car       Minivan       Other \_\_\_\_\_

Have you ever been in a motor vehicle accident where you were the driver or cited for a moving violation?

Yes  No      If yes, when? \_\_\_\_\_

Please explain: \_\_\_\_\_  
\_\_\_\_\_

---

By signing below I acknowledge that the information I provided above is truthful and complete. I acknowledge that I have read and will abide by the Student Vehicle Loss Control Program. I authorize the University of Chicago to check my driving record. I certify that I have never received any citations for moving violations. I acknowledge that I have a valid US license and have at least two years of driving experience. I agree to follow all state and local motor vehicle laws. I certify that I have no physical or mental impairment that affects my ability to drive safely and comply with the Student Vehicle Loss Control Program and all state and local motor vehicle laws. I agree that I will always have a valid driver's license in my possession when operating a vehicle in connection with University related matters approved by ORCSA, UCSC, or the Athletics Department. Finally, I agree that I will promptly report accidents and traffic tickets to both the department or organization contact sponsoring this trip/activity and the University's Risk Management Office. I understand that failure to follow these policies and procedures may result in loss of driving privileges and/or other disciplinary action

I understand that if I am operating my own vehicle, I will not be covered by University insurance.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Official Use Only:

Task	Date Completed	Supervised by	Comments
Computer Training			
MVR Check			
Road Test			
Notify Dept – P/F			

**ORCSA USERS:** Please note that it takes a minimum of 10 business days to process a request for University insurance. Please submit this form to the front desk of the Student activities Center (Room 001). You will receive word of whether or not you are eligible for coverage from the ORCSA office within 10 business days.

*The Student Vehicle Loss Control Program and Forms associated with the program are available on the Risk Management Web Site at [http://rmas.uchicago.edu/risk\\_management/auto\\_insurance.shtml](http://rmas.uchicago.edu/risk_management/auto_insurance.shtml)*