

Buena Vista University Auto Policies

Any individual that will be driving for University business will be subject to annual Motor Vehicle Record (MVR) checks. This includes driving a University owned vehicle, a rental vehicle on BVU business, or a personal vehicle on BVU business. Administration reserves the right to restrict or ban University driving for individuals based on the results of these MVR checks and/or an individual's failure to comply with any of the following requirements.

Drivers are required to obey all state and local traffic laws and safety regulations which include but are not limited to: ensuring all passengers always wear a seatbelt, no driving while under the influence of drugs or alcohol, no speeding, no use of radar detectors, no texting or other unnecessary use of a mobile device while driving. No pets are allowed in vehicles during University travel.

BVU strongly discourages the use of a cell phone while driving on University business.

Use of Personal Vehicle for University Business:

Personal vehicles driven for University business should be in good repair and safe for use on the highway.

Drivers are required to provide proof of auto insurance coverage on their personal vehicle being used for BVU business. This can be done by submitting a copy of the auto insurance declarations page to the BVU Business Office when signing the auto policy document, submitting a new driver's license, or when submitting a MVR authorization form. Proof of personal auto insurance should include coverage for Uninsured Motorists and Underinsured Motorists and drivers must have minimum limits of \$100,000 per occurrence/\$300,000 aggregate. These limits are in excess of State of Iowa mandated limits.

Use of a 15 Passenger Van (owned or rented):

All drivers are required to complete defensive driver training before operating a 15 passenger van. Drivers will re-take the training once every three years to remain an approved van driver. Training can be scheduled through the Business Office. Van drivers must have at least 6 years of driving experience.

When driving a 15 passenger van, the front seat passenger is to be designated as the navigator/driver's assistant. This individual should make every effort to reduce driver distractions and be in charge of navigation, passenger conduct, and other items as needed.

Use of a BVU motor pool vehicle:

Faculty and staff may tentatively schedule motor pool vehicles by calling the Business Office or Athletics then submit the paper or online reservation form to finalize the plans. Please notify the respective office of a change in reservation or any cancellations as soon as possible. Vehicles are

assigned on a first come, first served basis. If there are conflicting vehicle requests the appropriate vice presidents will determine the priorities.

Drivers will be provided with keys, a mileage record form, and gas cards to fill the vehicle up upon return. These driver packets must be picked up during normal business hours. Driver packets should be returned as soon as possible the next business day if the vehicle is returned on the weekend or in the evening.

Drivers may be subject to a personal charge if the interior of the vehicle is not clean when returned. Any toll road violations or moving violations (including those captured by camera) will be the personal responsibility of the driver.

Student Drivers/Volunteer Drivers:

Students and volunteers are not allowed to drive a University motor pool vehicle nor drive a rental vehicle for University use unless they pass a MVR check, complete the defensive driver training, and are approved by Human Resources and the Department Vice President. In all instances, drivers must be at least 18 years of age, possess a valid US driver's license, and have at least 2 years of driving experience. Student/volunteer drivers should be used as a last resort.

Administration may revoke vehicle use privileges if individuals fail to abide by these policies.

I have read and understand these vehicle policies and agree to abide by them while employed by BVU and/or while driving for BVU.

Signature

Printed Name

Date

For Office Use Only:

Date of most recent defensive driver training:

Date of most recent MVR check:

Date Proof of Insurance last received:

Copy of Driver's License on File: Y / N Driver's License Expiration Date: