

UIndy Vehicle Use Policy FAQs:

Why do we need a Vehicle Use Policy?

Having a policy that spells out who is authorized to drive and that establishes driver standards is best practices. Implementation of a vehicle use policy puts the University in line with peer institutions and manages driver-related risks to the University and its employees. It also helps ensure that no employee who is “regularly required” to drive on behalf of the University has an unacceptable driving record.

What is the benefit to the University? The benefit for UIndy is the policy establishes minimum qualifications for authorized drivers, which is intended to minimize the number and severity of auto accidents.

Under what circumstances will the University obtain the Motor Vehicle Report of an employee?

All employees identified by their department as being in a position where driving on University business is a “regularly required” as a part of their job duties will have a Motor Vehicle Report obtained and reviewed. The frequency of driving on University business is the defining criteria. However, a supervisor can use his or her discretion and designate a position or person as an Authorized Driver even if they drive less than the guidance provided of 4 times per month.

How do I know if I’m “regularly required” to drive on behalf of the University?

The criteria for meeting the definition of “regularly required” is that the employee routinely averages driving for university business purposes four (4) or more times per month. If a faculty, staff, or student employee drives six (6) times one month, but only once the next month, then the average for the two months is 3.5 times, which is less than the criteria of on average 4 times per month. However, a supervisor can use his or her discretion and designate a position or person as an Authorized Driver even if they drive less than the guidance provided of 4 times per month.

Are the rules the same for on-campus and off-campus driving?

Yes, the policy applies to use of vehicles regardless of where they are being used. It also applies equally to University-owned vehicles, vehicles rented in the name of the University, and vehicles owned by employees that are operated while on University business.

What entity/entities will be responsible for insuring the enforcement of the Vehicle Use Policy?

Risk Management will oversee the policy and work collaboratively with Human Resources and other departments.

Does an "unacceptable" status from MVR affect the ability to keep certain jobs? Who determines this and how will this be handled?

An “unacceptable” status for an employee whose job description requires them to drive on University business means they will no longer be able to perform that job. The Office of Risk Management and the Office of General Counsel will work with departments with “unacceptable” drivers to determine if there are errors within the MVR records or whether major violations on the MVR records will soon be eliminated. It will be necessary for an individual who has an unacceptable driving status to find alternative means of transportation when driving on University business is required. If alternative transportation cannot be arranged, this might be grounds for termination.

Why does the policy prohibit employees with an MVR that is rated “unacceptable” from driving on University business?

The University’s insurance coverage excludes coverage for individuals with an “unacceptable” MVR. This exclusion exposes the University to an unacceptable level of risk. This is the reason for the provision in the policy that prohibits an employee with an MVR that is “unacceptable” from driving on University business even if they are driving their own vehicle.

If I fall in the “unacceptable” category, can I still use my personal vehicle for University business? No, the policy requires that drivers be in compliance regardless of the vehicle being driven.

I am a staff member and need to travel on official University business, but my driving record falls in the “unacceptable” category. Can I still drive my personal vehicle to the airport on University business or drive a rental vehicle at my destination?

No, the policy prohibits individuals with unacceptable driving records from operating any vehicle on University business or for any other University purpose.

Does the MVR review go back a certain number of years?

MVRs typically show violations within the past 3 years when determining driver eligibility.

How long will it take to have an MVR check run?

Results of MVR reviews will typically be communicated within 5 business days.

How often will the MVRs be checked?

MVRs will be checked annually.

Will my department or student organization be charged for the cost of MVR checks?

No.

For those positions that are subject to an MVR check, an offer of employment is subject to the individual having an “acceptable” MVR check. Would the MVR check have to be completed before an employee is allowed to begin work?

Yes.

If I use a rental car for University business, whose insurance responds if I am in an accident?

The University’s insurance policy is primary for all vehicles rented by University employees traveling on University business

What happens if I get a traffic or parking ticket while driving on University business?

All tickets are the personal responsibility of the driver regardless of whether the vehicle is owned by the University, rented in the name of the University, or owned by the individual.

Are employees, including student employees, covered by the University’s vehicle insurance policy when driving a personal vehicle on University business?

The University's insurance policy does not provide coverage to you when you are driving a privately-owned vehicle, even if on University business. Your personal car insurance provides the coverage. In the event of an accident, the employee must report the accident to the driver's automobile insurance carrier as appropriate given the terms of the driver's automobile insurance and policy terms. In addition, you are required to notify the University any time you are involved in a traffic accident while driving on University business, even when driving your own vehicle.

Do I have to be an Authorized University Driver to receive mileage reimbursement?

No. You do not have to be an Authorized University Driver to receive mileage reimbursement.

Can I rent a car if I'm not an Authorized University Driver?

Yes. However, if renting a car happens a number of times per year, a supervisor can use his or her discretion and designate a position or person as an Authorized Driver and require an MVR status check.

Can I rent a vehicle if I'm driving within a 100-mile radius of campus?

The policy states that "personal vehicles should be used for travel on University business within a 100-mile radius of campus unless an Authorized University Official (Authorized University Driver's supervisor) approves an exception." Therefore, if your supervisor approves the rental of a vehicle for use within a 100-mile radius of campus, you may do so.

Scenarios:

I'm student teaching at an elementary school and I just ran into a car in the elementary school parking lot. Am I covered under University's insurance policy?

No. Your personal auto liability policy will respond on a primary basis.

I am a faculty member and I want to drive a group of students to a clinical visit. What happens if I get into a car accident?

Your personal auto liability policy will respond on a primary basis.

I am a student who needs to meet my class at the Indianapolis Museum of Art for a class field trip and would like to drive my own car. What if I get into an accident on the way to the Art Museum?

As a student, acting in your capacity as a student and not in the capacity of a student employee driving on University business, you are not subject to the Employee Vehicle Use Policy. Your personal auto liability policy will respond on a primary basis.

I work for the facilities department and drive my personal vehicle around campus to perform facilities-related work. What happens if I get into an accident while driving my personal vehicle on campus in order to perform University work?

Your personal auto liability policy will respond on a primary basis.

I am a coach who would like to drive a University-owned van carrying the team to a game at a different University. Do I need to get an MVR? What happens if I get into an accident?

Yes, you need an MVR check. If you get into an accident while driving the van, the University insurance on the van would be primary.

What happens if I rent a vehicle to drive on University business and I get into an accident?
The University insurance on the rental would be primary.