

## **Driving Policy**

The policy applies to all College faculty, staff, students and volunteers driving College vehicles, seeking reimbursement for mileage, or using car rental companies.

## **Driver's License Requirements**

U.S. driver's license valid for at least one year.

An International Driving Permit is not acceptable.

A Temporary Visitor Driver's License issued by the State of Illinois is acceptable.

## **Motor Vehicle Record (MVR) Procedures**

MVR checks are completed at Public Safety.

Students need to have annual MVR checks.

MVR checks are not required for employees driving their own vehicles on College business.

New employees must have a MVR run prior to driving on College business.

Employees who drive on College business and have not had an MVR must seek out MVR testing.

Motor vehicle records must be rechecked at least every three years.

Individual departments are responsible for the cost of MVR testing.

Supervisors need to confirm with Public Safety that their departments are in compliance with these requirements.

## **Driving Safety On-line Classes**

On-line driving classes must be completed prior to driving a College vehicle or a rental vehicle.

E-mail [publicsafety@lakeforest.edu](mailto:publicsafety@lakeforest.edu) to register for required online driving safety classes.

## **Student Drivers**

Student employees are allowed to drive College vehicles when they are both:

- 19 and older with at least one full year of driving experience
- approved by a College faculty or staff supervisor

Travel requests by registered student organizations and external organizations, such as fraternities and sororities, must obtain approval from the Gates Center.

It is preferable that a full-time College employee drive whenever possible.

Facilities Management approval must be obtained by a faculty or staff supervisor prior to a student driver using a College vehicle. Once permission has been received, please forward the explanation to [facilities@lakeforest.edu](mailto:facilities@lakeforest.edu) and follow the regular requisition process.

### **Van Requirements**

Drivers of seven or twelve passenger vans must have successfully completed the van online courses and taken the road safety test through Facilities Management prior to vehicle dispatch. Students may drive seven or twelve passenger vans when they are aged 19 or older and have junior or higher standing.

Drivers of 15-passenger vans must be authorized employees of the College and complete training as listed above. Students are not authorized to drive 15-passenger vans.

### **Driving Personal Vehicles for College Business**

Drivers must have their own insurance and keep their card with them while driving.

The employee is required to have personal liability insurance with a minimum dollar amount of \$100,000/\$300,000 bodily injury and \$25,000 property damage insurance when using their personal car for College business.

By requesting mileage reimbursement, the driver assures the College that they are in possession of a valid driver's license, have adequate insurance and that the vehicle has been maintained with reasonable care.

### **Reporting Incidents**

If a rental or College owned vehicle is involved in a collision with another vehicle, object or person or in a one-car accident, such as rolling over, the driver should call the police when off-campus.

If conditions warrant, request medical emergency assistance.

The Public Safety office must be contacted at 847-735-5555 after notifying the police.

Public Safety must be contacted immediately following any on-campus incidents.

### **Additional Requirements**

Having two authorized drivers for every trip over 300 miles one way is required.

Drivers using a College or rental vehicle must have the College insurance card with them while traveling.

Purchasing extra rental insurance while driving in the United States is not needed.

Personal use of College or vehicles rented in the College's name is specifically prohibited. Drivers are not allowed to use said vehicles for personal errands, commuting, or any non-work related activity.

Drivers will not transport passengers who are not involved in College business.

Alcohol and/or drugs may not be stored or transported. Drivers cannot be under the influence of any substance, legal or illegal. Avoid driving drowsy for whatever cause.

For drivers representing the College on the road, road rage behavior is unacceptable. Do not escalate or respond to aggressive behavior.

Keep doors locked while driving and when the vehicle is parked/left unattended.

Cell phone and other electronic device use while driving is strictly prohibited.

Headphones/earbuds may not be used by drivers.

For navigation devices, program the destination before starting the vehicle, pull off the road to make changes and rely on the voice directions to guide you.

Drivers are responsible for the cost of parking tickets, toll violations, moving violations, etc.

Facilities Management must be notified of any needed repairs to College vehicles by calling 847-735-5040.

Drivers must report any changes to the status of their driving record and license to Public Safety immediately.

### **Corrective Action**

Failure to follow these requirements may result in revocation of driving privileges or disciplinary action up to and including termination of employment.

The College has the right to refuse and/or ban vehicle usage.

