
University of Notre Dame Vehicle Policy and Procedures

Vehicle Usage Policy for Employees

This is the University of Notre Dame policy for employees operating University owned or leased vehicles, personal vehicles, rental, or other vehicles while on University business. The following procedures and requirements are considered to be minimum standards. University departments and other units may develop more restrictive procedures.

Notre Dame employees operating University owned or private passenger vehicles on University business must adhere to the following:

1. Must have a valid driver's license to drive any vehicle on University business and must refrain from driving on University business if their license is suspended or revoked. Employees operating University vehicles must immediately inform their direct supervisor and Risk Management and Safety upon the suspension or revocation of their driver's license or driving privileges and may not operate University vehicles.
2. Must not drive a University vehicle on University business if they have more than one conviction in the past eighteen months for driving under the influence of alcohol or drugs, reckless driving, or if the driver has caused 3 or more at-fault accidents within the past eighteen months.
3. If requested by the University, employees must authorize Risk Management and Safety to obtain a copy of his/her driving record from the Bureau of Motor Vehicles (or similar agency in any state) for the department's review.
4. Must agree to not drink alcoholic beverages or take illegal drugs and drive.
5. Must be at least eighteen years of age.
6. Must not smoke or allow smoking in a University vehicle or in any vehicle while it is being used for University business.
7. Must not permit any unauthorized person to drive a University vehicle under conditions which violate this policy, except when in an emergency.
8. Must use seatbelts or other available occupant restraints and require other occupants to do likewise in accordance with applicable law. The number of passengers should never exceed the number of seatbelts in the vehicle, except where necessary in an emergency.
9. Operate the vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances and regulations, and use reasonable and safe driving practices at all times.
10. Assume all responsibility for any and all fines or traffic violations associated with his/her use of a University vehicle or a privately owned vehicle on University business.
11. Except for police vehicles, fire vehicles, or specialized maintenance equipment, with respect to University owned vehicles, you must turn off the vehicle, remove the keys and secure the vehicle when it is left unattended.

12. Drive the vehicle at legal speeds appropriate for traffic, weather, and road conditions.
13. Immediately report all accidents or violations to Risk Management and Safety pursuant to the section below entitled ***Reporting of Accidents and Damage***.
14. University employees who spend the majority of their professional time driving must complete a safe driving course sponsored by Transportation Services within a reasonable period of time after they are hired. Other employees who drive University vehicles are encouraged to attend a safe driving course every three years.
15. Must assume responsibility for obtaining information about weather conditions when traveling on University business.

Violations of this policy by any Notre Dame employee will be referred to the Office of Human Resources and may result in appropriate disciplinary action.

REPORTING OF ACCIDENTS AND DAMAGE

Any accidents or damage incurred or caused while operating a University, personal, rental, or other vehicle on University business must be promptly reported to the local police and Risk Management and Safety.

When you have been in an accident you must:

Get immediate medical aid if you or anyone else is injured.

Keep calm and do not argue.

Make no statements or admissions concerning fault or responsibility for the accident.

Do not offer or agree to make payments for the accident or suggest the University will do so.

Notify the local police.

Only discuss the accident with police officers, representatives of Risk Management and Safety, or other University officials.

Record as much information as you can on all of the other parties to the accident. This information should include their name, address, insurance company, driver's license number, license plate number, make, model and year of their vehicle, precisely where the accident happened, and any witnesses (with names, addresses and telephone numbers).

Refer all questions from lawyers, the other party involved in the accident, insurance adjusters, or representatives of the other party and others to Risk Management and Safety.

CONCLUSION

The proper utilization of University-owned vehicles, and the safe operation of personal vehicles on University business can save lives, prevent injuries, minimize University transportation costs and reduce liability. Any questions concerning this policy should be directed to Risk Management and Safety at 574-631-4330.

Spring 2021