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## *University of Notre Dame Vehicle Policy and Procedures*

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### **Vehicle Usage Policy for Students**

This is the University of Notre Dame du Lac's policy for students concerning the operation of a motor vehicle on University business or for events and activities arising out of one's attendance or student status with the University. The following procedures and requirements are considered to be minimum standards for University vehicle safety and the operation of any vehicle on University business. Departments and other units may develop more restrictive procedures.

Notre Dame Students operating University owned or private passenger vehicles on University business or in connection with club sports, extracurricular or similar activities must adhere to the following:

1. Must have a valid driver's license and inform the Transportation Services Department immediately upon the suspension or revocation of their driver's license or driving privileges.
2. Must not have exceeded two at-fault accidents within the past eighteen months or have any conviction in the last eighteen months for driving under the influence of alcohol or drugs, or reckless driving.
3. A driver must authorize the Transportation Services Department 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. In addition, Notre Dame Students must comply at all times with the provisions of the du Lac concerning driving under the influence of drugs and alcohol.
5. Must not smoke or allow smoking in a University vehicle or in any vehicle while it is being used for University business or as a result of one's student status at the University.
6. Must be at least eighteen years old.
7. Do not permit any unauthorized person to drive a vehicle on university business 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.
9. Operate the vehicle in accordance with University regulations, know and observe applicable traffic laws, ordinances and regulations. 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. Turn off the vehicle, remove the keys and secure the vehicle when it is unattended, except for specialized maintenance equipment.
12. Drive the vehicle at legal speeds appropriate for traffic, weather, and road conditions.
13. Do not drive the vehicle "off road", except when necessary in an emergency.

14. Immediately report all accidents or violations to the University's Transportation Services Department.
15. Students driving University vehicles are first required to attend a safe driving course with the Transportation Services Department.
16. Must never drive on University business for more than eight hours in any eighteen hour period.
17. Must never drive on University business between the hours of 1 a.m. and 5 a.m. except when necessary in an emergency.
18. Must assume responsibility for seeking information about weather and safety conditions.

Violations of this policy by any Notre Dame student will be referred to the Office of Residence Life for appropriate disciplinary action.

### **REPORTING OF ACCIDENTS AND DAMAGE**

Must immediately report any accidents or damage incurred while operating a University vehicle (or a privately owned vehicle on University business) to the local police department, the University's Transportation Services Department, the University's Risk Management and Safety, and the Office of Student Affairs.

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 the University's Transportation Services Department 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 car, precisely where the accident happened, witnesses (with names, addresses and telephone numbers).

Refer all questions from lawyers, the other party to the accident, insurance adjusters or representatives of the other party and others to the University's Transportation Services Department.

### **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 Transportation Services at 574-631-6467.**