

## Document XXXVIII

### UNIVERSITY OF LOUISIANA AT LAFAYETTE GUIDELINES FOR DRIVING MOTOR VEHICLES ON UNIVERSITY BUSINESS

#### ***General Information***

This document provides guidance to UL Lafayette faculty and staff on the use of motor vehicles for purposes related to university business. Additional information on this topic can be found in the university's Environmental Health and Safety Policy, section 18, which can be viewed at [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (Click on "policy").

#### ***Who Can Drive and Who Cannot Drive?***

Provided they successfully complete the driver safety course (available online at <http://safety.louisiana.edu>), all employees, including graduate student workers and undergraduate student workers, may drive a motor vehicle whose use falls within the course and scope of their employment at the university. This applies to employees driving either university-owned vehicles or personally-owned vehicles, as long as the latter are insured with the State's minimum liability coverage.

Other than student workers described above, the university generally does not allow students to drive motor vehicles on university business. However, the university makes exceptions in some cases. Examples of these exceptions include driving for authorized university activities for student organizations, SGA business, academic competitions, and the like. Requests to allow a student to drive a motor vehicle must be made in writing to the Assistant Vice President for Administrative Services and must be attached to the travel request form for that trip. Such requests must attest to the student's having completed the driver safety course, must identify the nature or purpose of the trip, and must provide the name and ages of the student driver(s). The request must also include a copy of the student's driver's license and proof of insurance if the student is driving a personal vehicle.

#### ***What Constitutes a University Trip versus a Personal Trip?***

For all employees, a university trip is defined as any travel that is done in the course and scope of the university's business. It is possible that university trips and personal trips can occur within the same "voyage." The following three-stage trip provides an example of a multi-purpose trip:

- University employee leaves home in the morning and stops at the donut shop (personal trip);
- University employee leaves the donut shop and heads to the store to pick up university supplies before heading to the office (university trip);
- University employee leaves the office store and heads to his campus office (university trip).

For students, all motor vehicle travel associated with a requirement for class work is considered a personal matter for the student. Examples of these are:

- Students driving their personal vehicles to a field trip or a conference, where attendance is required for all enrolled in a particular class;
- Students driving themselves to clinical laboratories and other health care facilities in order to attend activities for which they receive academic credit.

In this case, the university does not have to approve the travel, and in the event of an accident, the university is not liable for any damages because the trip is considered personal for the student.

When students attend events (field trips, conferences, extracurricular activities, performances, etc.) that are not required in conjunction with their courses but which are sponsored or authorized by the University, travel associated with such events is considered university travel. As stated above, approval for students to drive to these events must be granted in writing by the Assistant Vice President for Administrative Services, and the travel must be documented by an approved travel request. Travel to an event that is not authorized by the university is considered a personal trip for the driver.

### ***Requirements for Authorized Drivers***

All authorized drivers (as defined elsewhere in this document) must take the driver safety course offered by the Environmental Health and Safety Director. A CD-Rom version of this course is available. Alternatively, at least one "face-to-face" driver safety course is offered every month through the EHS office. A schedule of these courses is available at [www.safety.louisiana.edu](http://www.safety.louisiana.edu). The University is also required to check the driver record of all authorized drivers at least once yearly.