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# Student Driver Policy

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## I. REASON FOR THIS POLICY

This policy allows the University to set forth guidelines for the safe and appropriate use of university or state vehicles while driving on behalf of a university department or organization.

## II. STATEMENT OF POLICY

Students may be authorized to drive university or state vehicles for use in connection with University of South Dakota sponsored activities. Such requests must be approved by the sponsoring department or office. Use of university or state vehicles must be for official university business only and not for a matter of convenience.

### III. DEFINITIONS

**Volunteer** – Student drivers that are designated by the University to drive for competitions, university outreach events, clinicals and conferences with or without an advisor present.

**Student employee** – Student is employed by a University department.

**Student Organization Affiliate** – Student is a member of a recognized University student organization.

**Dispatched Vehicles** – Vehicles dispatched through Fleet & Travel Management.

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### IV. PROCEDURES

#### 1. Volunteer

- a. Volunteers required to drive a university or state vehicle in conjunction with the activities to which they are a volunteer, must provide the following to the department chair or university official in charge of the activity for approval:

- Valid Driver's License
- Volunteer Form

- b. If the travel is approved by the department chair or university official, the following forms must be provided to Fleet & Travel if a dispatch vehicle is required.

- Approved Fleet Vehicle Request Form
- Valid Driver's License
- Fleet Vehicle Check-Out Form

#### 2. Student Employee

- a. Student employees that are required to drive a university or state vehicle in conjunction with their employment must provide the following forms to the department chair or his/her designee for approval.

- Valid Driver's License

- b. If the travel is approved by the department chair or his/her designee, the following forms must be provided to Fleet & Travel if a dispatch vehicle is required.

- Approved Fleet Vehicle Request Form
- Valid driver's license
- Fleet Vehicle Check-Out Form

**3. Student Organization Affiliate**

- a. A Student Organization Affiliate may request the use of a university or state vehicle provided the event has been approved by the student organization advisor. If the event is approved, the Affiliate must provide the following forms to the Dean of Students:
  - Valid Driver's License
  - Proof of Insurance (personal insurance will be considered primary)
  
- b. If the travel is approved by the Dean of Students, the following forms must be provided to Fleet & Travel if a dispatch vehicle is required:
  - Approved Fleet Vehicle Request Form
  - Valid driver's license
  - Fleet Vehicle Check-Out Form
  - Proof of Insurance

**4. Record Retention**

- a. A copy of the student's driver's license and proof of insurance must be maintained on file at the department level for a minimum of three years.

**5. Liability Coverage**

- a. Student Employees and Volunteers that provide the required information as stated above will be provided liability coverage through the Public Entity Pool for Liability (PEPL).
- b. Student Organization Affiliates must provide proof of insurance and such insurance will be considered primary. The PEPL fund will be considered secondary coverage.

**6. University Expectations of Student Drivers**

- a. All laws, rules and regulations regarding motor vehicle transportation shall be adhered to at all times.
- b. The driver shall review and be familiar with the South Dakota Fleet and Travel Management Policy and Procedure Handbook.
- c. Drivers will utilize safe driving practices at all times while the vehicle is under their control.
- d. Should any accident or incident requiring vehicle repair occur, the driver shall immediately report the information to Fleet & Travel and to the designated faculty/staff member of the sponsoring campus organization.
- e. Any student driver that has had his/her driving privileges suspended or revoked must report this to the appropriate University Official and the Student Driver shall no longer be considered an approved driver.

## V. RELATED DOCUMENTS, FORMS AND TOOLS

Fleet Vehicle Request Form

<https://portal.usd.edu/administration/administration-resources/fleet-and-travel.cfm>

Fleet Vehicle check-Out Form

<https://portal.usd.edu/administration/administration-resources/fleet-and-travel.cfm>

Volunteer Form

<https://portal.usd.edu/administration/human-resources/department-forms.cfm>

South Dakota Fleet and Travel Management Policy and Procedure Handbook