

Departmental Driver Approval

Required for **ALL** who drive a University Vehicle*

Driver Information

Driver's Name _____ UIN _____

Date of Birth _____ Driver's License expiration date _____

Business Purpose for Request _____

Period of time Travel is approved _____

By signing, Driver agrees that:

- **I have reviewed University Policy and Procedures** show on the reverse side of this form as well as Business and Financial Policies and Procedures found online at: <https://www.busfin.uillinois.edu/bfpp/section-15-travel>
- **I am duly licensed to operate motor vehicles in the State of Illinois****; I will comply with all applicable state and local laws; and I will comply with University policies and rules.
- **I understand and agree that personal use of state-owned vehicle is against University policy.**
- I understand I am required to **report auto accidents immediately to my campus Transportation Facility** regardless of whether I am still in travel status. I will report any accident to the Transportation Facility within one day of the incident or the next business day following a weekend and/or University holiday. My supervisor is required to report using this time frame even if I am unable to do so.
- I agree to **report revocation, forfeiture and/or suspension of my driver's license** immediately to the appropriate individual(s), in accordance with policy.
- I agree I will **not allow a non-University employee to drive this vehicle** while it is checked out to me, unless an exception has been made, as stated above, that allows a non-employee to have the privilege*
- I understand and agree the **University does not assume responsibility for my personal property** nor the personal property of any other occupants of the vehicle.
- I understand the **University may review my Motor Vehicle Report and I authorize this.**

Driver's Signature _____ Date _____

Unit Executive Officer Approval

In Accordance with University Policy and Procedures, I _____ approve the individual named above to drive a University motor vehicle. I attest that I have seen a valid driver's license belonging to this individual.

Print Executive Officer Name

Unit Executive Officer Signature _____ Date _____

*University faculty, staff, student employees and those authorized by the Chancellor, or the Senior Associate Vice President for University Business and Financial Services.

**Employees are required to have a valid driver's license issued in their state of residence. The driver's license must be appropriate for the type of University motor vehicle they are authorized to drive. New Illinois residents may drive on a valid out-of-state or valid foreign driver's license for 90 days before the State requires the individual to obtain an Illinois license. Student employees who have not declared Illinois as their state of residence may drive on a valid out-of-state or foreign driver's license.

Any guest to whom the Senior Associate Vice President for Business and Finance or Chancellor's representative has extended the courtesy of driving a University motor vehicle must comply with these same provisions.

Approved Use - In accordance with Ch. 1 Section 5040.350 of the Illinois Administrative Code, University motor vehicles shall only be used for public purposes and in the best interest of the state, and when authorized in writing by the President of the University, or approved designee. The President has authorized the following individuals to drive University motor vehicles in accordance with University and State policies:

- Full-time and part-time employees of the University, including student employees operating a University motor vehicle as a part of their University duties.
- Students who are designated as official representatives of the University at various functions (that is, legislative hearings, Board of Trustees meetings, meetings of the State Board of Higher Education, and similar meetings) when necessary to perform official University responsibilities.

Students are not authorized to drive a University motor vehicle, unless they fall into the above-referenced categories.

- In limited circumstances, individuals who are not University employees, but only when they are working at the direction of, and for the benefit of, the University and as authorized, in advance, by the Senior Associate Vice President for Business and Finance or Chancellor's representative.
- Student organizations may not authorized the use of University motor vehicles. Departments may not authorize the use of University motor vehicles on behalf of a student organization unless the Senior Associate Vice President for Business and Finance or Chancellor's representative has given prior written approval. In these circumstances, a commercially insured motor pool vehicle must be obtained to ensure there is commercial liability protection. Regardless, the vehicle use must be for the benefit of the University and must be driven by an employee or student employee. If there are questions regarding approved use refer to Business and Financial Policies and Procedures Section 15 at <https://www.busfin.uillinois.edu/bfpp/section-15-travel>.

Responsibilities of drivers - The individual to whom permission is given to drive the departmental vehicle will:

- Ensure the vehicle is used only for University business and **not personal business**.
- Complete a Departmental Driver Approval Form, to be maintained on file with the individual's home unit and annually updated, prior to driving the departmental vehicle.
- If the unit requires it, provide a completed signed mileage card at the end of the trip and return the vehicle keys. (Charges, if applicable, continue until this is accomplished.)
- Operate the passenger vehicle safely and in accordance with University policy until it is returned to the Transportation Facility.
- **Report accidents as required by law and University procedures. Reports must be made to the Transportation Facility within one day of the incident or the next business day following a weekend and/or University holiday. The driver must report the accident even if she/he is still in travel status. If the driver is unable to make the report her/his immediate supervisor is required to do so.**
- Report any mechanical problems with the passenger vehicle to the Transportation Facility.
- Limit passengers of a University passenger vehicle to employees, others on University business, official guests, students and individual to whom the University wishes to extend a courtesy. This ensures that the use of the vehicle is in accordance with University policy and CMS guidelines. Refer to Business and Financial Policies and Procedures online at: <https://www.busfin.uillinois.edu/bfpp/section-15-travel>
- Observe all traffic regulations. Any citations received are the responsibility of the driver.
- Arrange for the security of passenger vehicles.
- Ensure all drivers and passengers use in installed safety belts.
- Limit use of credit cards (found in the glove box) to purposes related to travel, including the purchase of gasoline.

The person to whom a University passenger vehicle is released is not responsible for:

- Liability insurance - provided the vehicle is used for authorized business use.
Note: Personal property belonging to the driver and/or occupants is the responsibility of the individual(s). Neither the University nor the State of Illinois provides an insurance coverage for personal property.

Personal Use of Vehicles

No personal use of University vehicles is permitted. Stopping for lunch between business trips, reasonable deviation from the direct route to reach hotels, restaurants, etc., during the normal course of conducting University business is an extension of business use and is not considered personal use. Commuting to and from home is not permitted. However, employees may use vehicles between home and their place of work if, for example, they are beginning or ending a trip at home due to the hour of arrival or departure.