



## 1.5.005 Driving for University-recognized Travel

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**Effective date:** July 1, 1989, as “Vehicle Policy”  
**Revision date:** February 5, 2026  
**Approvals:** Public Safety, Finance, Human Resources  
**Responsible Office:** Public Safety  
**Policy Contact:** Director of Public Safety, 277-7169

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### I. PURPOSE and SCOPE

The following policy governs the driving of MSOE-owned, MSOE-leased, rental, or personal vehicles by employee, student, and volunteer drivers for university-recognized travel. Students also must adhere to the protocols in the Student Travel Policy.

### II. RELATED POLICIES

Student Travel, Business and Entertainment Travel, Insurance Claims Procedure, Field Trips

### III. DEFINITIONS

**Authorized Driver Protocol:** The process outlined below, overseen by Public Safety, is required of all eligible drivers to drive MSOE-owned or MSOE-leased vehicles, to drive rental vehicles for extraordinary use or to transport other MSOE employees or students. Road training is an additional step only required for driving athletic vans.

**Employee:** For the purposes of this policy, a full- or part-time faculty or staff member employed by MSOE. Student workers required to drive MSOE vehicles for their employment are considered employees.

**Domestic Travel:** Trips within the US of more than 100 miles from MSOE.

**Extraordinary Use:** Use of vehicles for higher-risk travel, such as hauling a trailer.

**Local Travel:** Trips of fewer than 100 miles from MSOE.

**MSOE-leased Vehicles:** Long-term rental vehicles that MSOE leases as part its fleet used for university-recognized travel.

**MSOE-owned Vehicles:** Vehicles owned by the university as part of its fleet used for university-recognized travel.

**Optional Field Trip:** An off-campus excursion that is not a mandatory component of a course. Students cannot be required to attend, and transportation is not required to be arranged. Optional field trips are not considered university-recognized travel. See the Field Trips policy.

**Personal Vehicles:** Vehicles owned, rented, or leased by employees or students.

**Rental Vehicles:** Short-term rental vehicles rented by students or employees and used for university-recognized travel to transport students or material when an MSOE vehicle is not available or sufficient.

**Required Field Trip:** An off-campus excursion that is a required part of a course's outcomes. Required field trips are considered university-recognized travel. See the Field Trips policy.

**Type A Violations:**

- Driving while intoxicated
- Driving while under the influence of drugs
- Negligent homicide arising from the use of a motor vehicle
- Using a motor vehicle in the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent (felony)
- Reckless driving
- Racing on a highway
- Hit and run (bodily injury or property damage)

**Type B Violations:**

- All moving violations not listed as Type "A" violations
- Operating a vehicle during period of suspension or revocation
- Violations of driving 20 miles an hour or more over the speed limit will count as two violations.

**University-recognized Travel:** Travel that occurs because of participation in an activity for which MSOE is being represented. University-recognized travel includes activities such as NCAA athletic and club sports competitions, travel related to required academic coursework or activities, student competitions, employee conferences, MSOE-sponsored student groups volunteering for or participating in events where they are representing MSOE.

Excluded activities include but are not limited to student recreational activities, optional field trips, or commuting to work, an internship, or a class project meeting.

**Volunteer Driver:** A non-student, non-employee driver who transports students or employees for university-recognized travel who volunteers their time and is not employed by the university (e.g., alum or spouse of employee who agrees to transport students).

#### IV. POLICY STATEMENT

When not using third-party transportation such as a coach bus, MSOE students, employees, and volunteers may drive for university-recognized travel. MSOE-owned or -leased vehicles should be used whenever possible, with rental vehicles as the preferred second option. As a last resort, personal vehicles may be driven, but other options should be exhausted first. Drivers must understand insurance implications associated with various vehicle types used for university-recognized travel.

##### **A. MSOE-owned or -leased vehicles**

- University vehicles may only be used for university-recognized travel and may only transport individuals who are involved in university-recognized travel.
- Drivers of MSOE-owned or -leased vehicles must complete the authorized driver protocol. Individuals are not permitted to drive MSOE vehicles until they have been notified by the Public Safety department that they are an authorized driver.
- Students may only drive shuttles or maintenance vehicles required for a campus job or athletic vans.
- When traveling together, an authorized employee (rather than authorized student) should be the primary driver.
- **Insurance coverage for MSOE-owned/leased vehicles**
  - Employees: MSOE-authorized drivers are covered by MSOE insurance.
  - Students: MSOE- authorized drivers are covered by MSOE insurance only when driving an MSOE-owned or -leased vehicle.
  - Volunteers: MSOE- authorized drivers are covered by MSOE insurance.

##### **B. Rental vehicles**

Students, employees, and volunteers may rent vehicles to transport themselves, students, or materials, or to tow trailers for university-recognized travel. The cost is the responsibility of the student group, department, or organization.

- For local travel, all options for MSOE-owned or -leased vehicles must be exhausted before renting.
- Drivers of rental vehicles must complete the authorized driver protocol if the driver is transporting students or employees, hauling a trailer, or regularly renting for university-recognized travel. Drivers only transporting themselves who rent on a limited basis do not need to be authorized drivers.

- Any additional drivers need to be documented on the rental agreement. These are the only persons that can drive the vehicle. It is not permitted for someone to rent the vehicle and then allow others who are not listed on the rental agreement to drive the vehicle. These drivers must be MSOE-authorized drivers.
- Renting fifteen-passenger vans is prohibited. Instead, rent two vehicles.
- Students may not rent passenger vans.
- **Insurance coverage for rental vehicles (rented in name of driver)**
  - MSOE- authorized employee drivers are covered by MSOE insurance and do not need to purchase insurance at the rental counter unless they are hauling a trailer (see below).
  - When renting vehicles in foreign countries, employees should purchase insurance at the rental counter even if not transporting others.
  - Student drivers are not covered by MSOE insurance; students must purchase insurance at the rental counter.\*

**C. Trailers:** MSOE-owned trailers may be used to transport materials and supplies to events.

- MSOE does not own or lease a vehicle appropriate for pulling trailers; thus, students, employees, or volunteers must rent a vehicle to pull trailers for university-recognized travel. Personal vehicles must not be used for pulling MSOE-owned trailers.
- Drivers towing trailers must complete the authorized driver protocol. They also must receive training on proper trailer use coupling, backing up, load securement, etc. This is provided by a third party designated by Public Safety. Drivers must be 25 years or older.
- Renting a vehicle to pull a trailer is considered extraordinary use and thus student, employee, and volunteer drivers must purchase insurance at the rental counter, including for physical damage.\*

\*Insurance coverage purchased from rental agencies should include collision, comprehensive, and liability, \$100,000/\$300,000/\$100,000. Rental insurance for vehicles pulling trailers must additionally include coverage for physical damage.

**D. Personal Vehicles**

- When no other options will work, employees, students, and volunteers are permitted to use personal vehicles for university-recognized travel.

- Drivers must complete the authorized driver protocol when transporting other students or employees. Drivers transporting themselves do not need to complete the authorized driver protocol.
- **Insurance coverage for personal vehicles**
  - Employees: Primary coverage is the driver's insurance; secondary liability coverage is with MSOE.
  - Students: The student's own auto insurance is the only insurance afforded the student. Coverage for students using their own personal vehicle is not available under MSOE's Auto policy. Students may be required to show proof of insurance.
  - Volunteers: Primary coverage with driver's insurance; secondary liability coverage with MSOE.

MSOE requires employees, students and volunteers maintain personal auto liability coverage with minimum limits of \$100,000 per person bodily injury (BI), \$300,000 per accident bodily injury (BI), \$50,000 per accident property damage (PD) or \$300,000 combined single limit (CSL) per accident for bodily injury and property damage. Employees, students, and volunteers may be required to provide a copy of the Declarations Page of their auto policy if they will be driving their personal vehicle on behalf of MSOE.

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## V. PROCEDURE

- **Requesting Driver Authorization:** Employee and student drivers with a need to drive for MSOE must submit a completed Driver Authorization Form. A copy of this form can be found in the Policy and Resource Library on my.msoe.edu. This includes attaching a copy of the applicant's valid driver license. Incomplete forms or forms without the proper documentation will be returned to the applicant to obtain the missing information.
- **Authorized Driver Protocol:** Procedures have been developed to ensure that all drivers for university-recognized travel have the proper training and credentials necessary to operate vehicles in a safe manner. The following policy and procedures must be adhered to when requesting driver authorization.
  - **Student drivers:** Students are only allowed to drive maintenance vehicles or shuttles required for a campus job, or MSOE athletic vans or rental/personal vehicles when transporting others:
    1. New drivers are required to:
      - a. Complete a Student Driver Authorization Request form. This includes attaching a copy of their current driver's license to the form.
      - b. Have a review of their driving record completed.

- c. Complete the defensive driving class and road test conducted by MSOE officials.
  - d. Receive approval to drive vehicles from MSOE officials.
- 2. Returning drivers:
  - a. On an annual basis, an advisor or coach will request continued driving privileges for the student.
  - b. Driving record will be rechecked each year.
  - c. Must receive annual approval to continue driving privileges.
- **Employee drivers**
  - 1. New drivers:
    - a. If a new employee is required to drive a vehicle for the position they hold, the Human Resources Department will conduct a review of their driving record prior to the start of their employment.
    - b. If driver authorization is required for a current employee the following must be completed:
      - i. Complete an Employee Driver Authorization Request form.
      - ii. If requesting permission to drive vehicles other than automobiles, complete the defensive driving class and road test conducted by MSOE officials
      - iii. Have a review of their driving record completed.
      - iv. Receive approval to drive vehicles from MSOE officials.
  - 2. Returning drivers: Driving records will be checked on an annual basis.
- **Driver eligibility criteria:**
  - Individuals who possess a probationary license will not be allowed to operate MSOE vehicles.
  - All Type “A” violations (as defined above) will result in the termination of driving privileges for current authorized drivers and will disqualify any new potential driver.
  - Any driver (current or prospective) showing one of the following will be denied authorization to drive any MSOE vehicle:
    - One (1) or more Type “A” violations within the last 3 years
    - Three (3) or more accidents (regardless of fault) in the last 3 years
    - Three (3) or more Type “B” violations within the last 3 years
    - Any combinations of accidents and Type “B” violations which equal (4) within the last 3 years.
  - Drivers who have had their driving licenses suspended will not be allowed to operate MSOE vehicles until they have had their license reinstated for three years. All other criteria must also be met.
  - Drivers who operate MSOE vehicles without a valid driver’s license will be prohibited from ever driving MSOE vehicles.

- **Driver Training**

- Driver training is required for individuals who wish to drive any motorized vehicles other than an automobile. Thus, training is provided for individuals who wish to drive passenger vans, trucks, snowplows, and other non-automobile vehicles. Training will be provided according to the type of vehicle by the departments listed:
  - Passenger vans – Public Safety
  - All maintenance vehicles - Facilities department
- Individuals who wish to drive the forklift trucks are required to complete a training program that meets the criteria set forth by OSHA.

- **Driving Record Reviews / Authorization:**

- All drivers will have their driving record reviewed before a decision is made regarding their driving privileges. This review will include contacting the Motor Vehicle Department of the State in which the individual has received their driver's license.
- Individuals who are approved to drive MSOE vehicles will have their driving record reviewed on an annual basis. Individuals who are one violation away from losing their driving privileges will have their driving record reviewed on a quarterly basis. Authorization to drive MSOE vehicles will be given based upon the criteria listed under "Driver Eligibility."
- All drivers must notify the Human Resources Department of any violation during the timeframe they are approved to drive.
- The Public Safety Department conducts driving record checks.

- **Notification of Driving Privileges:**

- A member of the Public Safety Department will notify any individual requesting driving privileges of the results.

- **Recordkeeping and List Maintenance:**

Public Safety maintains a list of all authorized employee and student drivers. Copies of this list will be provided to each of the following departments as changes are made throughout the academic year:

- Facilities Department (For assignment of maintenance vehicles if requested)
- Athletics Department
- Accounts Payable
- Human Resources

- **Driver Responsibilities:**

- Be insurable by MSOE's auto insurance.
- Familiarize themselves with the Driving policy before driving MSOE vehicles.

- Obey all Federal, state, and local laws governing the operation of motor vehicles including but not limited to:
  - Ensuring all passengers are wearing seat belts.
  - No alcohol is permitted in vehicles at any time.
  - Driver must have their driver's license in the vehicle.
  - Cell phone use should comply with state laws and regulations in which the driver is traveling.
- Operate MSOE vehicles in a safe manner.
- Have no more passengers in the vehicle than for which there are seat belts.
- If two vehicles with groups are traveling to the same location, they should make an effort to caravan for safety.
- Notify the Public Safety Department as soon as possible after being involved in a crash or causing damage to an MSOE vehicle.
- Notify local authorities if involved in a crash off MSOE campus property.
- Notify the Human Resources Department of any violation received during the time frame they are authorized to drive.
- Drivers are responsible for any citations they receive while driving or parking MSOE-owned or -leased vehicles.
- Vehicles should be returned with full gas tanks. Gas cards and I-Passes are available in each vehicle.
- **Checking out MSOE vehicles:**
  - Driver reports to the Public Safety Department.
  - Driver requests the reserved vehicle.
  - Public Safety ensures the requested vehicle is reserved. Once confirmed, Public Safety ensures the driver is an approved driver. Once confirmed, Public Safety gives the driver the keys to the reserved vehicle and a vehicle condition report. The driver is informed to check over the vehicle before and after they drive the vehicle and note any damage on the vehicle condition report, including the fuel level.
  - Once the driver is finished using the vehicle, the driver returns the keys and the vehicle condition report to the Public Safety Department.
- **Appeals Process:**
  - Employees who lose their eligibility to drive due to a driving violation may appeal the decision to remove their authorization to drive by completing the Driving Policy Incident Appeals Form.
  - Only those employees who have their privileges revoked due to an incident that was through no fault of their own are able to file an appeal.



- All appeals will be reviewed by the Director of Public Safety. Once reviewed the employee will be notified of the decision.
- The appeals process does not apply to student drivers.

## **VI. EXCEPTIONS**

- MSOE reserves the right to revoke an individual's driving privileges at any time.
- Students may request an exemption from the Dean of Students or the Vice President of Academics to travel without an advisor.

## **VII. APPENDICES**

- A. Student Driver Authorization Request
- B. Employee Driver Authorization Request (available through Public Safety)

## **VIII. ASSOCIATED LEGISLATION/REGULATIONS**

All Federal, state, and local laws governing the operation of motor vehicles.  
Higher Learning Commission (HLC) Assumed Practices A.13

This section to be completed by the Records Manager:

### **Due date for review**

2028

### **Public Location**

MSOE Policy Library

### **Version History**

- **2026, February 5:** Updated personal insurance requirements and prohibit personal vehicles from pulling MSOE trailers. Drivers pulling trailers must be 25 years old. Updated who provides trailer training.
- **2025, August 5:** Revised the driver authorization process and added an appeals process for employee drivers who lose their eligibility.
- **2024, September 10:** Significantly rewritten to include stipulations per vehicle type (MSOE-owned, rental, personal) and per person (student, employee, volunteer). Insurance implications added. Changed number to reflect ownership of Public Safety.
- **2023, July 10:** Policy library format; updated provide of passenger van safety to Public Safety.
- **2017, September:** Same policy, found as either "Driving of MSOE Vehicles" or "Group Travel in MSOE Vehicles." Totally rewritten and more procedural and more formal in nature.
- **1989, July 1:** Initial approval as "Vehicle Policy"

### **Records Manager**

Associate VP of Curriculum & Knowledge Management