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# Student Driver Policy

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## I. REASON FOR THIS POLICY

Currently, there is no policy about student drivers that allows the University to develop safe driving habits and protect both student and University from liability. These types of policies are common at many campuses. Academic Affairs, Student Affairs, the USD Police Department, and Auxiliary Services developed this policy in tandem.

## II. STATEMENT OF POLICY

Students may be authorized to drive university or state vehicles or personal vehicles for use in connection with University of South Dakota sponsored activities. Such requests must be approved by the sponsoring department or office. This document serves as a policy for student drivers as well as a contract for any student driver approved by the University.

## III. DEFINITIONS

Not Applicable

## IV. PROCEDURES

### 1) Driver Approval

- a) Each student driver must complete Student Driver Application (submitted to the USD Police Department) and a Student Rights & Responsibilities Disciplinary History form (submitted to the Assistant Dean of Student Services) prior to being considered for inclusion on the University approved student driver list. Each driver shall submit these two forms in the first full month of the fall semester or immediately after designation by a student organization or campus department as a person required to drive a University vehicle as part of their duties. Applications will be processed on a first come first served basis. Please allow for at least one week to complete the approval process. Students will be notified whether they have been approved or rejected. Approval as a student driver will require:
  - i) Student Disciplinary check that demonstrates an absence of university disciplinary history which might reflect negatively on a student's ability to drive safely.
  - ii) Minimum of one year of driving experience in the United States.
  - iii) Provision of the USD Police Department with valid United States issued driver's license.
  - iv) No convictions for vehicular accidents resulting in excess of \$2000 (bodily injury or property damage).
  - v) Submission of a release of information for the USD Police Department.
- b) Students approved to drive will be designated as a representative of the University of South Dakota. Unless the student is employed by USD, the student's personal insurance shall be primary in any claim resulting from an accident. The South Dakota PEPL fund shall be secondary unless the student is employed by USD and is traveling on official business directly associated with the student's employment.
- c) Once designated as an approved driver, the student has a duty to report any incident that may change his or her status as approved to the USD Police Department (see driver application for relevant violations).

### 2) Van and Microbus Testing

Students who will be driving large vans or buses seating 12 or more passengers must be trained by university or state personnel. This training can be obtained through SD Fleet & Travel (1005 N Crawford Road, Vermillion, SD; 605-677-5350).

### 3) Trips in Excess of 150-mile radius of the campus

When traveling to University sponsored activities which involve one-way travel in excess of 150 miles from campus, the following guidelines will be observed:

- a) An overnight stay in the vicinity of the specified event the night before or the same night as the event.

- b) An additional driver must become approved as authorized to share driving responsibilities.
  - c) Driving done during nighttime hours shall be based upon the suitability of weather and road conditions.
- 4) University Expectations of Student Drivers

Students approved for driving to university sponsored events will observe the following expectations:

- a) All vehicle occupants are required to wear seat belts while the vehicle is in motion. The vehicle must not operate unless all passengers are properly belted.
- b) The speed limit and all state and federal traffic laws shall be obeyed at all times. 12-passenger vans, however, shall not be driven in excess of 60 miles per hour regardless of whether the speed limit is in excess of 60 mph.
- c) The driver shall refrain from alcohol consumption for at least 24 hours before driving, and shall take prescription drugs and over the counter medications with caution.
- d) The use of illicit drugs by a driver or any other vehicle occupant shall be strictly prohibited at all times.
- e) No cell phone use by the driver is allowed while the vehicle is in motion. The driver will be prohibited from writing, reading or sending text based communications while operating the vehicle.
- f) No eating or drinking by the driver is allowed while the vehicle is in motion.
- g) Drivers shall at all times be well rested and focused on driving duties. No loud music or other driver distractions will be permitted.
- h) Only University-affiliated passengers will be permitted to be transported in any University or State vehicle.
- i) Drivers will only drive University or State vehicles for authorized University activities and under no circumstances will the vehicle be used for personal business.

Should any accident or incident requiring vehicle repair occur, the driver shall immediately report the information to Fleet and to the designated faculty/staff member of the Approving campus organization.

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## V. RELATED DOCUMENTS, FORMS AND TOOLS

USD STUDENT DRIVER APPLICATION (below)

### **USD Student Driver Application**

For students driving personal or state vehicles while on sponsored events for The University of South Dakota.

No person may driver for a University of South Dakota sponsored event or field trip in his/her personal vehicle or state vehicle if his/her driving record reflects any of the following histories:

- 1) Driving while intoxicated.
- 2) More than three moving violations in the last three years.
- 3) Two accidents with tickets in those accidents in the last three years.
- 4) Any combination of moving violations or accidents with tickets totaling more than three in the last three years.

Please read carefully before completing the information below:

Each student filling out information about his/her driving record is responsible and liable for the information given in this statement. Anyone failing to answer all questions or leaving any questions blank will not be approved to drive. (On item 2, please put your driver's license number and state, not the license plate number. On items 4-6 please fill in a number. We cannot assume you mean 0 if crossed through or left blank.)

Exceptions must be reviewed by the USD Police Department. Each person's record is subject to review at any time by the USD Police Department.

The following is correct information concerning my driving record.

1. My name is:

\_\_\_\_\_.

(Please print name as it appears on driver's license)

2. Driver's license number and state:

\_\_\_\_\_.

3. My birth date is \_\_\_\_\_.

4. I have had (#) \_\_\_\_\_ driving violations in last three years.

5. I have had (#) \_\_\_\_\_ traffic accidents in last three years.

6. I have had (#) \_\_\_\_\_ driving while intoxicated tickets or arrests.

By signing below, I hereby affirm that I have automobile liability insurance which provides at a minimum that amount of coverage required under South Dakota law. I hereby affirm that while driving a South Dakota State vehicles or driving my personal vehicle to a University of South Dakota event or field trip, I will comply with all South Dakota motor vehicle laws, and that I will require that all passengers in the vehicle wear seat belts at all times the vehicle in is motion. Further, I hereby affirm that I will not consume any alcoholic beverages or medication that may lead to impairment within twenty four (24) hours prior to driving my personal vehicle or South Dakota State fleet vehicle to a University of South Dakota event or field trip.

If my automobile liability coverage is provided by someone other than myself, I have that person's permission to utilize this vehicle for this activity.

\_\_\_\_\_  
Signature of driver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving USD Department/Organization (for which you are driving)

# USD Student Driver Disciplinary History Form

## INSTRUCTIONS

All USD students seeking approval as a USD Student Driver are expected to understand and follow all University policies (e.g., Student Code of Conduct, fleet vehicle policies, Student Driver Policy, organizational expectations) before, during, and after participation. Please sign in the appropriate section, permitting the university to provide the USD Police Department with your disciplinary history.

Take this form to the **Student Services Office** (MUC 218) for completion. The completed form will be mailed directly from Student Services-Student Rights & Responsibilities to the USD Police Department. **It cannot be delivered by the student participant.**

## STUDENT INFORMATION

I authorize the University of South Dakota to provide information on my disciplinary history.

Printed Name

Student ID Number

Student Signature

Date

## FROM Student Services--Student Rights & Responsibilities

Does this student have a disciplinary record with the institution?  Yes  No

If a record exists, has the student fulfilled all sanctioning obligations?  Yes  No  N/A

Is the student currently on disciplinary probation?  Yes  No

If yes to any, please briefly describe:

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Based on your understanding of the student's behavior and community standing at USD, please select accordingly:

- Recommend without reservation
- Recommend with reservation – Please explain below
- Not recommended – Please explain below
- Insufficient Basis to Determine

Signature

Deborah Dodge, Assistant Dean of Student Services

Date