



THE GEORGE  
WASHINGTON  
UNIVERSITY  
WASHINGTON DC

**Responsible University Official:**  
Director, Risk Management  
**Responsible Office:** Risk  
Management  
**Origination Date:** February 11, 2002

## MOTOR VEHICLE SAFETY POLICY

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### Policy Statement

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It is the policy of the University that all University-owned, rented or leased vehicles be operated in a safe and responsible manner in accordance with local and federal regulations, that all operators possess a valid driver's license from a U.S. state or territory, and that all operators follow the requirements and procedures set forth in the University's [Motor Vehicle Safety Program](#).

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### Reason for Policy/Purpose

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The purpose of this policy is to promote the safe operation of University-owned, rented or leased motor vehicles, to encourage the safety of drivers and passengers, and to minimize physical damage to the University fleet. The University currently operates numerous owned or leased motor vehicles distributed among fifteen departments. Faculty, staff and students also rent vehicles for University-related activities.

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### Who Needs to Know This Policy

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Faculty, staff and students

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## MOTOR VEHICLE SAFETY POLICY

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### **Policy/Procedures**

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The Office of Risk Management performs several tasks for the University in pursuit of motor vehicle safety, including motor vehicle record checks for *applicable* drivers (see below), advising departmental coordinators of any suspended or unlicensed drivers, and investigating accidents and managing claims involving University related motor vehicle accidents. The mandatory training is also coordinated and offered for *applicable* drivers, including those driving 12 passenger vans (see below).

In order to operate a University vehicle or drive on behalf of the University, prospective drivers must determine their applicability based on the category of driving responsibilities:

#### **If you drive a University owned or leased vehicle, or are a student driver:**

To operate a University owned or leased vehicle, prospective drivers must:

1. Present a valid and current driver's license from a U.S. state or territory;
2. Complete and submit a [Driver's Authorization Application](#), which allows the Office of Risk Management to obtain the driving records of the applicant; and
3. Complete the University's driver safety training program.

Drivers must also agree to operate motor vehicles in accordance with applicable local and federal laws, as well as University policies. Seat belts must be worn by drivers and passengers at all times.

Departments are responsible for allowing only approved faculty, staff or students to operate motor vehicles on their behalf, and are responsible for maintenance and registration of all departmental motor vehicles.

#### **If you drive a rented vehicle, or you use a personal vehicle for University related business:**

Drivers must have a current and valid driver's license. Drivers must also agree to operate motor vehicles in accordance with applicable local and federal laws. Seat belts must be worn by drivers and passengers at all times.

If the vehicle is rented, the University's insurance applies. If it is a personally-owned vehicle, the owner's insurance applies primary; if the loss limit exceeds the personal vehicles' insurance coverage, the University's insurance would apply secondary.

#### **Accidents**

All accidents must be reported immediately to the Office of Risk Management.

Drivers should report any suspension or expiration of a driver's license to the Office of Risk Management immediately. Failure to do so may result in disciplinary action and/or termination of University driving privileges.

## MOTOR VEHICLE SAFETY POLICY

### Passenger Vans

Due to multiple advisories and warnings issued by the National Highway Traffic Safety Administration (NHTSA) regarding the increased risk of rollover of 15 passenger vans, the University will no longer support the purchase or rental of 15-passenger vans, and will not provide insurance for these vehicles. Drivers who will operate 12 passenger vans must first submit to the Office of Risk Management a completed [12 Passenger Van Acknowledgment form](#) and complete the mandatory training.

This policy is supported by the procedures set forth by the [Motor Vehicle Safety Program](#), available on the Office of Risk Management website.

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### Forms

[Driver's Authorization Application](#)  
[Valid License Release](#)  
[12 Passenger Van Acknowledgment form](#)  
[Vehicle Accident Reporting kit](#)

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### Website Addresses for This Policy

[GW University Policies](#)

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### Contacts

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email</b>
Motor Vehicle Safety	Risk Management	202-994-3265	<a href="mailto:risk@gwu.edu">risk@gwu.edu</a>

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### Related Information

[The Office of Risk Management: Motor Vehicle Safety](#)

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### Who Approved This Policy

Louis H. Katz, Executive Vice President and Treasurer

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### History/Revision Dates

<b>Origination Date:</b>	February 11, 2002
<b>Last Amended Date:</b>	March 9, 2007
<b>Next Review Date:</b>	March 9, 2008