

## **UPP 1-26**

### **University Vehicles and Driver Training Policy**

The purpose of this policy is to promote practices that will help to assure the safety and protection of students, faculty, staff and others using university vehicles.

### **Contact Numbers**

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Risk Management  
414.288.6808

Department of Public Safety  
414 288.6800

**Marquette  
University**

**Driver  
Information**



**MARQUETTE  
UNIVERSITY**

**Be The Difference.**

Questions regarding Marquette's University Vehicles and Driver Safety Policy should be directed to Risk Management at 414.288.6808

## Driver Qualification Process

To be eligible to drive a university vehicle, a driver must have a valid permanent Wisconsin (or other US state jurisdiction driver's license), must be at least 18 years old and must have held his/her license for at least one year.

Marquette University has instituted a motor vehicle record review and on-line training program that all drivers must successfully complete to be authorized.

The Qualification Process involves the following steps:

Provide Copy of Driver's License to Department Contact	<input type="checkbox"/>
Complete Driver Authorization/Fair Credit Reporting Act Disclosure Form	<input type="checkbox"/>
Read and understand Marquette's University Vehicles and Driver Training Policy at <a href="http://alertdriving.com">alertdriving.com</a>	<input type="checkbox"/>
Successfully complete Marquette's On-line Training Program	<input type="checkbox"/>
Forward training certificates of completion to Department contact person (either hard copy or electronic copy) Right click on cert and Save Picture As bmp file to your computer	<input type="checkbox"/>
Successfully complete Marquette's Motor Vehicle Record Review Process	<input type="checkbox"/>
Carry Driver Authorization Card whenever operating a university vehicle.	<input type="checkbox"/>

## Accident Reporting Procedures

### What to do if you have been involved in an accident?

#### REMAIN CALM AND COURTEOUS

- (1) For incidents involving minor physical damage and/or no disabling injuries, move the vehicles involved so that traffic is not obstructed. Place warning signals promptly and properly. Take precautions to protect the scene from further accidents.
- (2) For incidents involving disabling injuries, leave the vehicles in place so responding officers can investigate. Place warning signs promptly and properly. Take precautions to protect the scene from further accidents.
- (3) If possible, photograph the accident scene.
- (4) Do not leave the scene of the accident.
- (5) Notify the police (required for all accidents)—summon emergency assistance if necessary.
- (6) Do not make comments about assuming responsibility.
- (7) Do not discuss the scope of your insurance coverage.
- (8) Ask other drivers involved to complete the Exchange of Information forms and return them to you.
- (9) Ask any witnesses to the accident to complete Witness Cards and return them to you.
- (10) Complete the Vehicle Accident Report.
- (11) Immediately notify Risk Management (business hours) at 414.288.6806 and Public Safety at 414.288.6800.

#### REMAIN CALM AND COURTEOUS

## Driver Responsibilities

Drivers of university vehicles have specific responsibilities that are stated in the University's UPP 1-26: University Vehicles and Driver Training Policy. All drivers are required to read and understand this policy before operating a university vehicle. Key driver responsibilities include:

- Successfully completing the University's Motor Vehicle Record Review Process
- Successfully completing the University's On-line Driver Training Program
- Obeying all federal, state and local laws governing the operation of motor vehicles
- Notifying Department Contact for guidance in the event of unsafe weather conditions (notify Public Safety if Department Contact can't be reached)
- Notifying Public Safety within 48 hours of any citations, violations or accidents.
- Notifying Public Safety before leaving the scene of an accident if a university vehicle is involved in an accident where personal injury results
- Paying all fines and penalties resulting from violations that occur while the driver is operating a university vehicle
- Wearing a seat belt at all times and informing all passengers of MU's mandatory seat belt policy
- Operating university vehicles in a safe and attentive manner
- Notifying Department contact person if there is a change in legal driving status or any change in motor vehicle record