

## FAQ

### **What can University vehicles be used for?**

University vehicles can be requested for official business, student life, athletic, and academic activities. This includes the following:

- Authorized student organization or club travel
- Community service transportation
- Intercollegiate athletics
- Academic class trips or projects
- Authorized departmental event transportation needs

Personal use of University vehicles is prohibited.

### **What types of vehicles are available for use?**

Seven and Twelve passenger vans are available for use. Seven-passenger van drivers must be “Qualified” drivers through RWU University. Twelve-passenger van drivers must be “Authorized” drivers through the University. Please see below to become an authorized driver and/or qualified driver.

Groups of 15 or more passengers typically travel in motor coaches or buses, which are driven by company-provided drivers.

### **What is a Qualified University Driver?**

Qualified University Driver - In order to be a Qualified University Driver, individuals must be approved prior to operating a Motor Vehicle utilizing the criteria outlined within the University’s Motor Vehicle policy. See

<https://www.rwu.edu/sites/default/files/downloads/ehs/MVUPolicyRev08082018.pdf>

### **What is a University Authorized Driver?**

Authorized Van Driver - In addition to being a Qualified University Driver, an Authorized Van Driver must be at least twenty-one (21) years old, have at least three (3) years of driving experience and specifically be authorized to drive a 9-12 passenger van through the Department of Environmental Health & Safety. Prior to receiving authorization, each driver must undergo University-specified training and satisfactorily have completed a van safety road test, as applicable.

### **Who must obtain driver authorization?**

Employees (faculty and staff) and students of Roger Williams University and Roger Williams

University School of Law who operate motor vehicles owned or leased by the University, and employees who rent motor vehicles for University-related activities. Employees using their personal motor vehicles to conduct University business need not obtain driver authorization.

**What are the requirements to obtain driver authorization?**

- Employees must be at least twenty years old.
- Students must be at least twenty years old, be enrolled full-time, and have attained sophomore status.
- Persons who are both employees and students must be at least twenty years old and may be enrolled either part-time or full-time. Full-time employees may be any class year, but part-time employees must have attained sophomore status.
- Employees and students must be actively licensed to drive in any of the United States or the District of Columbia, and such license must have been valid for a minimum three years.
- Students are required to attend the mandatory Defensive Driver Training course offered by the University. Except for full-time employees, persons who are both employees and students are required to attend the course.

**I am an employee, and I drive motor vehicles that are owned or leased by the University or I rent motor vehicles for University-related activities. What do I have to do to comply with this Policy?**

You must complete the Roger Williams University Driver Authorization Form on line at: <https://www.rwu.edu/who-we-are/administrative-offices/environmental-health-safety/transportation-safety/motor-vehicle-policy>. Make sure you upload your documents requested and send the request to your department head for approval. Once department head approval and GL# for billing purposes is obtained your Motor Vehicle Report from your state department of motor vehicles to ensure that your driving record complies with the guidelines in the Policy. If authorization is granted by the Department of Public Safety, your name will be placed on the Approved Authorized Drivers list, updated weekly on the "Motor Vehicle Program" webpage on the Public Safety website, under the "Transportation" tab.

**I am a student, and I drive motor vehicles that are owned or leased by the University. What do I have to do to comply with this Policy?**

Complete the Roger Williams University Driver Authorization Form on line at: <https://www.rwu.edu/who-we-are/administrative-offices/environmental-health-safety/transportation-safety/motor-vehicle-policy>. Make sure you complete the mandatory Defensive Driver Training Course and upload the documents requested and send the request to the department head of the department for which you seek authorization for approval. Once department head approval and GL# for billing purposes is obtained your Motor Vehicle Report

from your state department of motor vehicles to ensure that your driving record complies with the guidelines in the Policy. If authorization is granted by the Department of Public Safety, your name will be placed on the Approved Authorized Drivers list, updated weekly on the “Motor Vehicle Program” webpage on the Public Safety website, under the “Transportation” tab

**Where can I obtain more information on the mandatory Defensive Driver Training course?**

See the “Driver Safety Training Course” section on <https://www.rwu.edu/who-we-are/administrative-offices/environmental-health-safety/transportation-safety/motor-vehicle-policy> or contact the Department of Environmental Health & Safety at X3494.

**I rent a motor vehicle while I am traveling on University business or attending conferences. Do I have to comply with this Policy?**

Yes. You must complete the Driver Authorization Form and obtain authorization from the Department of EH&S to operate a motor vehicle for these purposes.

**I have accidents and/or violations on my motor vehicle record. Can I still drive a motor vehicle owned or leased by the University or rent a motor vehicle for University-related activities?**

Please see the Policy for additional information (Section 4.3)

<https://www.rwu.edu/sites/default/files/downloads/ehs/MVUPolicyRev08082018.pdf>

**Does the Policy contain driver and passenger safety guidelines?**

Yes. Please see the Policy for complete details

<https://www.rwu.edu/sites/default/files/downloads/ehs/MVUPolicyRev08082018.pdf> (Section 7.0). Some examples include mandatory seat belt use, bans on smoking and cell phone use, and a prohibition on driving University owned or leased motor vehicles more than three-hundred miles one-way from the Bristol Campus

**How can I request transportation?**

Transportation can be requested by a staff or faculty member by logging on to RWU 25LIVE. A professor, coach, department head, or club or organization supervisor can make reservations using the following these steps. Please check that you are a *qualified university driver* (2-8 passenger) or and *authorized university driver* (9-12 passenger) or have an authorized or qualified driver available before booking the van. To check the list go to <https://www.rwu.edu/who-we-are/administrative-offices/public-safety/transportation/motor-vehicle-program> and “Click here for the updated Authorized Driver list”

[How to request van](#)

[25Live instructions](#)

Once approved, the request will then be sent to the Department of Transportation and a member of its staff will work on securing the vehicle(s).

For questions, contact the transportation coordinator at (401) 254-3700 or e-mail at [vanpool@rwu.edu](mailto:vanpool@rwu.edu).

**Can I use my personal motor vehicle to conduct University business?**

Employees may use their personal motor vehicles to conduct University business and will be reimbursed for mileage, subject to the University's Travel and Entertainment Policy. This reimbursement is intended to cover the costs to operate an employee's motor vehicle, including insurance costs. The University's liability insurance, if applicable, is always excess over any personal automobile insurance carried by the employee. The University requires that employees who regularly use their motor vehicles on University business maintain automobile liability insurance with limits of at least \$100,000 for bodily injury for each person and \$300,000 for bodily injury for each occurrence. Property and collision damage is the sole responsibility of the motor vehicle's owner.

Students are permitted to use their personal motor vehicles to conduct University business if they have obtained driver authorization and meet the other requirements of the Policy (Section 6.1)

Employees using their personal motor vehicles to conduct University business need not obtain driver authorization.

**What should I do if I am in an accident?**

If the accident occurs on-campus, contact the Department of Public Safety immediately. If the accident occurs off-campus, contact 911 or the local police department so that a police report is prepared. See the Policy for a complete list of what to do in the event of an accident.

**Can I operate a motor vehicle owned or leased by the University for Personal Use? Can I operate a motor vehicle rented for University-related activities for personal use?**

No. Any damages and/or liabilities arising out of the personal use of the motor vehicle are the sole responsibility of the driver. The University will expect the driver's personal automobile insurance to respond in the event of an accident or any other event arising out of such personal use. Sanctions may be imposed upon violators including, but not limited to, termination of employment for employees and suspension or expulsion for students.

**May a third-party (i.e., someone who is a non-employee or students) operate a Motor Vehicle for the University?**

No. The Motor Vehicle Use Policy specifically prohibits third-parties from operating a Motor Vehicle. If there are circumstances where there is a perceived business need for a third-party to operate a Motor Vehicle (e.g., a spouse or volunteer participating in a trip), please contact the Office of General Counsel (x5379) at least thirty (30) days in advance of any such need to discuss possible accommodations.

**I have questions about this Policy. Whom can I contact?**

Contact the Department of Public Safety at ext.3333 or the Department of Environmental Health and Safety at ext.3494.

## Driver Safety Training Course

### Students

All students seeking driver authorization are required to complete the course as part of their authorization process.

### Instructions

- 1) Go to <http://bridges.rwu.edu/>
- 2) Log in to Bridges using your Roger Williams University username ("jsmith") and password
- 3) Join the "EHS Training" site by clicking on the "Membership" tab on the left hand side of your Bridges home page, then clicking on the "Joinable Sites" tab, and then the "EHS Training" site link (sites are listed alphabetically).
- 4) On the EHS Training site home page, click on Defensive Driver Training link. This will display the video.
- 5) Once you have finished watching the video, fill out an e-Signature Page by clicking on the e-Signature link.
- 6) After you complete and submit the e-Signature page, it will display an "Initial Report" page which is a copy of your submitted form.
- 7) The Initial Report page is your completion certificate!
- 8) Save this report as your completion certificate and attach it to the online Driver Authorization Form.
- 9) If you have any issues please call EHS at Ext.3494 or Ext.3781

### Employees

Employees are required to complete the hands-on course only if requesting to drive 9-12 passenger vans, but it is recommended that they **view** the online training. Please note that in regards to the hands-on training: this may be scheduled through the authorizing department.

If there are any questions regarding the Motor Vehicle Use Policy please contact the Environmental Health and Safety Office at extension 3494 or visit [EH&S's webpage](#).