Authorized Driver Policy

Document Number: RISK-0002 **Date Published(sys):** 9/16/2025

General Description

Policy Summary:

Trinity University ("Trinity") is committed to the safety of its employees, students, contractors, volunteers, and the broader community. When an individual drives for the University, they represent Trinity and are responsible for their conduct and for ensuring the safety and security of all passengers and members of the public. To promote this responsibility, the University has established the Authorized Driver Policy, which outlines requirements that eligible drivers must meet to be approved as an Authorized Drivers. Only individuals who meet these requirements and are listed as Authorized Drivers may operate vehicles and carts on behalf of Trinity University.

Purpose:

Trinity University recognizes that its employees, students and volunteers are central to its mission and success; accordingly, the University regards safety as one of its top priorities. The use of University-owned (fleet) vehicles, rental vehicles, personal vehicles and carts to conduct University business presents significant institutional risk. To mitigate this liability and promote a culture of safe driving, all departments and offices are expected to comply with Trinity University's Authorized Driver Policy and ensure that only approved drivers operate vehicles or carts on behalf of the University.

Scope:

This Policy applies to all University faculty, staff, students, guests and volunteers who drive licensed vehicles or carts on University business.

Exceptions:

Exceptions for international students to drive carts may be made on a case-by-case basis when it is not possible to obtain a Motor Vehicle Record (MVR) from their country of domicile. No exceptions for driving of licensed vehicles will be made.

Responsible Department:

Risk Management

Policy Content

If an individual plans to drive on University Business, whether using a University-owned or rental vehicle, the individual must obtain prior authorization before driving. Individuals who drive their personal vehicles for University Business on a regular basis, defined as four (4) times or more, per month, must also obtain prior authorization before driving. All cart drivers must be Authorized Drivers. To become a Trinity University Authorized Driver, employees, students, guests and volunteers must: 1) Possess a safe driving record; 2) Possess a valid Driver's License; 3) Complete required trainings; and 4) Provide proof of personal auto liability coverage (required only if driving a personal vehicle).
All Authorized Drivers must adhere to this Policy.

APPROVED DRIVERS

Not sure if you're authorized? Click here for a list of approved Authorized Drivers.

STEPS TO BECOME AN AUTHORIZED DRIVER

1. Complete the AUTHORIZED DRIVER REQUEST FORM and submit to Risk Management with a copy of your valid Driver's License and current personal auto insurance (if driving personal vehicle) at least 5 business days prior to driving.

Note: The AUTHORIZED DRIVER REQUEST FORM must be signed by the department director, chair or office supervisor and the driver must obtain any other necessary approval authorization.

2. Review the Authorized Driver Policy and the attached Guidelines for Safe Driving.

3. All Authorized Drivers are required to complete a **Defensive Driving training module** assigned by Risk Management prior to driving and recurring every three (3) years. Trinity employees will be assigned this training in Workday Learning. Individuals that are not Trinity employees will be assigned this training through Vector Solutions/Safe Colleges.

4. All Authorized Drivers who plan on driving a passenger van are required to take the **Van Safety training module** assigned by Risk Management prior to the trip and recurring every three (3) years.
Note: The University does not permit the use of 15 passenger vans without Executive Leadership approval.

5. All Authorized Drivers who plan on driving a Cart, as defined by the Golf Cart Policy, are required to complete the **Cart Safety training module** assigned by Risk Management prior to driving and recurring every three (3) years. Cart drivers must review and adhere to the Golf Cart Policy and Map of Pedestrian Only Areas.

6. After the required training modules have been completed, the information contained in the Authorized Driver Request Form will be used to request a **Motor Vehicle Record (MVR)** and recurring every three (3) years.

*If the MVR reflects three or more Type B moving violations, as defined by this Policy, within a 3-year period, the request will be denied.

*The request may also be denied if the MVR reflects any Type A violations, as defined by this Policy, such as DWI or a DUI.

*Trinity Student Drivers with less than 2 years driving experience must have no Type B moving violations on their record.

7.Contact Risk Management or check the online list of Approved Authorized Drivers for authorized driving status. A department director, chair or office supervisor will be notified only if an applicant will not be authorized to drive for University business.

8. **ALL DRIVERS MUST IMMEDIATELY REPORT TO RISK MANAGEMENT ANY CHANGES TO THEIR DRIVING RECORD OR STATUS THAT MAY CHANGE THEIR AUTHORIZED DRIVER ELIGIBILITY.**

RENEWAL

Risk Management will run Motor Vehicle Record (MVR) Checks every three (3) years for all renewing authorized drivers. Anyone exceeding 2 Type B moving violations in the previous 3-year period or found to have a Type A violation will not be authorized to drive, even if they were authorized for the previous year. All drivers must immediately report any changes to their driving record or status that may change their Authorized Driver eligibility.

All Authorized Drivers are required to complete the applicable required training and review the Authorized Driver Policy and Guidelines for Safe Driving every three (3) years. Employees that are Authorized Drivers will be reassigned the applicable training and the policy acknowledgement through Workday Learning. Individuals that are not Trinity employees will be assigned this training through Vector Solutions/Safe Colleges and will need to complete the online or hard copy Acknowledgement Form found in the Attachments section.

DRIVER'S OBLIGATIONS FOR PROPER VEHICLE USE

Authorized Drivers shall adhere to this statement of University policy.

1. The driver must not drive a University vehicle except on University business. Personal use is not permitted.

2. Transportation of unauthorized passengers is prohibited (i.e. hitchhikers).

3. Driving while under the influence of alcohol or drugs is strictly prohibited.

4. Trinity University prohibits the use of cell phones, including texting, while driving a vehicle on University business.

5. Personal vehicles and trailers used for University business must be properly registered, have a valid inspection sticker and be in safe working condition.

6. Drivers are required to complete the Pre-Trip and Post-Trip Inspection forms for University fleet vehicles and trailers and return to Facilities Services prior to departure and upon return of the vehicle. Failure to complete and submit these forms may result in revocation of driving privileges and/or your department being held financially responsible for damage to the vehicle that was not documented.

7. Seat belts must be worn at all times by the driver and all passengers. Vehicles that do not have operable seat belts cannot be used for University business.

8. A safety plan, especially for extended trips, should be developed and implemented by each department to address concerns such as, but not limited to, the following:
*What to do in the event of an accident
*What to do if someone should become ill on a trip
*Who is an alternate Authorized Driver (Authorized Driver status/clearance is required if an alternate is needed)
*Whom to contact in case of an emergency

9. All cargo that could become loose while driving should be stowed in appropriate storage areas and/or properly secured.

10. For extended trips, the Authorized Driver may drive no longer than ten hours at one stretch (this does not include breaks). After ten hours, there must be a break of eight hours off the road. There will be no exceptions.

11. For field trips or off-campus trips involving students, the faculty or staff member must

complete the Field Trip and Off-Campus Trip Notification Form with the names of the attendees, dates of travel, destination, transportation (i.e. university fleet vehicle, rental vehicle or personal vehicle) for record keeping.

12. Student drivers should refer to the University policy for trips, conferences and retreats as specified in the Student Org Handbook.

13. Passenger vans should only be operated by trained, experienced drivers. If possible, have passengers and cargo forward of the rear axle and avoid placing any loads on the roof.

14. The use of 15 Passenger Vans is prohibited for any TU sponsored or associated activities unless there are no alternative vehicles available, such as 10 or 12 passenger vans. Exceptions must be approved by Executive Leadership.

15. The driver assumes full responsibility for any and all fines or traffic violations associated with his or her operation of a University-owned vehicle.

16. When the vehicle is left unattended, the vehicle ignition must be off, and the vehicle must be locked.

17. Proper use of turn signals is required of all drivers at all times. Use turn signals for every turn or lane change.

18. The driver is responsible for ensuring that tires, headlights, turn signals, taillights, and windshield wipers are clean and operational. Check your tires: Excessively worn or improperly inflated tires can lead to a loss-of control situation and a rollover. At least once a month, check that tires are properly inflated and the tread is not worn.

19. Vehicles are not to be driven "off the road" unless the vehicle is appropriate for that use.

20. Do not exceed posted speed limits. Vehicles should not be driven at speeds that are not appropriate for road conditions. Reduce speed below the posted limit while traveling on wet or slippery roads or in dense fog or heavy rain.

21. University vehicles should not be used to jump-start, push or tow other vehicles unless the University mechanic provides specific permission or instruction.

22. Emergency repair work to University vehicles should be performed by trained, authorized mechanics where feasible. Report all repairs to the University mechanic.

23. Use extra caution when backing up.

24. Review supplemental guidelines, policies and procedures that may be specific to the department or office you are driving for.

INSURANCE

Trinity University maintains Commercial Automobile Liability coverage on University-owned (fleet) or hired vehicles and physical damage coverage only on hired vehicles (rental cars). Trinity does not maintain collision coverage on its fleet. Instead, the University self-insures for collision, meaning there is no insurance coverage available for physical damage claims unless caused by a third-party driver. In the event of an accident involving a University-owned vehicle or a rental vehicle, the department or office responsible for the driver will be charged a $300 deductible.

There is no insurance coverage for theft of personal items from a vehicle.

If driving a personal vehicle for business purposes, insurance law requires Trinity's auto liability insurance to be excess (secondary) of any personal auto insurance (primary).

Insurance cards should be carried in all vehicles at all times. Please contact Risk Management and Insurance if you need University Auto Liability Insurance Cards.

ACCIDENT CHECKLIST

In the event of an accident, employees should follow these guidelines:

- Report any accidents or damage immediately to your supervisor, to Risk Management (210) 999-7815 or 7486, and to Trinity University Police Department (210) 999-7070. Complete the Report of Incident or Non-Work-Related Injury.
- Keep calm and do not argue with other persons involved in the accident.
- Do not make any statements concerning fault or guilt or agree to make payments for the accident.
- If injury is involved, get immediate medical aid. Report injuries you sustain to your supervisor, Health Services, and to Risk Management. Work-related injuries should also be reported on the Supervisor's Report of Injury form (refer to the Workers' Compensation Policy).
- Notify police. In order to collect on some insurance coverage a police report may be necessary.
- Discuss the accident only with police officers, the University's insurance representatives, or Trinity officials. Refer all questions from lawyers, other involved parties, and others to Risk Management or General Counsel.

- Take down as much information as you can on all other parties to the accident (e.g., insurance company, driver's name, license number, plate number, make of car, model of car, year, how accident happened, witnesses, addresses, phone numbers, etc.).

Performance Evaluation

Consequences of Policy Violation:

Violation of this policy may result in disciplinary action in accordance with University policy. Failure to abide by the Authorized Driver Policy may result in revocation of Authorized Driving privileges and suspension or termination of employment. If infraction results in a change to the individual's Authorized Driver status then driving privileges will immediately be suspended.

Terms & Definitions

Terms and Definitions:

Term:	Definition:
Cart	As defined by the Golf Cart Policy: Any electric or gas-powered carts, golf carts and similar types of utility vehicles.
MVR	Motor Vehicle Record
Type A Violation	Violations of an authorized driver's or applicant's record that include any one or more of the following: • Criminal negligent homicide • 1st or 2nd degree Murder with vehicle • Driving while intoxicated (DWI)/under the influence (DUI) of alcohol or drugs/controlled substance • Reckless driving • Fleeing from police officer • Drag Racing/Speeding Contest • Aggravated Assault with motor vehicle • Felony use of Commercial Motor Vehicle (CMV) • Driving while license suspended or revoked • Driving while license disqualified - CMV
Type B Violation	Violations on an authorized driver's or applicant's record that include all moving traffic violations not listed above as a Type A violation. Accidents that are not considered at-fault will not be counted. If a moving traffic violation conviction appears on a driving record along with an accident on the same date, this usually means that person was at-fault in the accident.

Term:	Definition:
	Type B violations do not include non-moving administrative offenses (examples: outdated inspection stickers, no proof of insurance, license plate missing).
University Business	Any driving of University-owned vehicles, personal vehicles, rental vehicles, or carts to conduct business on behalf of Trinity University. Examples may include, but are not limited to, trips to purchase supplies, to pick up a candidate from the airport, to a conference, or for a field trip.

Attachments

Guidelines for Safe Driving

Map of Pedestrian Only Areas

Related Documents

Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Car Rental Policy	RISK-0008
Policy	Charter Bus Policy	RISK-0005
Policy	Field Trips Policy	RISK-0010
Policy	Golf Cart Policy	EHS-0015

Related Content:

Online Version of the Authorized Driver Acknowledgement Form
List of Approved Drivers
Authorized Driver Request Form
Authorized Driver Acknowledgement Form

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	8/28/2025 3:04 PM	Pamela Mota
v2.0	8/21/2020 10:04 AM	Gary Logan
v1.0	7/31/2019 3:35 PM	Jennifer Gilmore Adamo

Vice President Approval:

Name:	Title:
Mark Detterick	Vice President for Finance and Administration