Authorized Driver Policy and Procedures

In order to comply with the Arizona Administrative Code Fleet Safety Policy (R2-10-207.12), NAU must institute the requirements contained in this policy. Departmental leadership is required to become familiar with this policy and ensure that its provisions are properly implemented within their respective unit(s).

**DEFINITION OF AN AUTHORIZED DRIVER**

- According to the Arizona Administrative Code Fleet Safety Policy (R2-10-207.12) an Authorized Driver is an employee whose job position description questionnaire or similar document requires the use of a vehicle; an employee who operates a state vehicle; or an employee who operates a leased, rented or personal vehicle while on NAU Business where the state reimburses the employee for vehicle lease, rental or operational costs.
- This policy is applicable to all persons authorized to drive any vehicle, either owned by the university or by the traveler, on university business, including administrators, faculty, staff, students, affiliates and volunteers, hereafter referred as the “driver.”
- Reimbursement for operational costs will not be provided unless the driver is registered as an Authorized Driver. This includes both personal and rental vehicles.
- The Operations unit within Facility Services serves as the coordinating unit for interpretation and implementation of the Authorized Driver Policy and procedures.
- For NAU purposes, a person does not become an “Authorized Driver” until the requirements below are met.
- If a person chooses to not become an authorized driver, the implications are listed on page 5.

**AUTHORIZED DRIVER PROCEDURE**

No driver may drive a vehicle on university business until they first register as an Authorized Driver. This requirement extends to operation of NAU vehicles, personal vehicles (if receiving reimbursement for operational cost), rental vehicles, golf carts or any other means of motorized transportation used for NAU business. This extends to the operation of a vehicle on university business at any time including driving on campus for meetings.

A traveler is considered an Authorized Driver after they have

1. Completed the Defensive Driving Course
2. Registered their driver’s license in PeopleSoft.
3. Obtained liability insurance, if the traveler will use their own vehicle.

Facility Services will then
1. Review the last 39 months of driving records
2. Provide training for specialty vehicles as required.

Additional details, including special circumstances such as those without 39 months of Arizona driver’s license history as well as NAU affiliates and students, are addressed below.

ADDITIONAL INFORMATION AND DETAILS

DEFENSIVE DRIVERS COURSE

- To become an Authorized Driver the driver must take and successfully pass the defensive driver training on-line by utilizing the Blackboard Learn system at following link: Defensive Driving Module, this includes current employees, as well as new hires. A passing grade is at least a 76. A valid NAU username and password is required to access this training module. Once logged into the Blackboard Learn system, a driver needs to take the tutorial and subsequently take the quiz located within the Blackboard Learn system. Once this test is taken and submitted, the results are automatically recorded within the data base for completion confirmation. Since test submissions and scores are recorded automatically in the data base, proof of course completion is not required to be sent to Facility Services.

- Defensive driver training and defensive driver refresher training shall cover, at a minimum, the following topics:
  
  - Defensive driving techniques
  - Traffic and vehicle regulations
  - Driver and passenger restraints
  - Inclement weather and night-vision driving hazards
  - Dealing with emergencies
  - Alcohol and drug use hazards and laws

- All Authorized Drivers shall also take and successfully pass defensive driver refresher training at a minimum every four years.

Non-Employee and Students

- If a driver is a student, and they have a valid username and password, they will have the ability to log into Blackboard Learn and take the defensive driver training. If a driver is a volunteer, not affiliated with NAU, or a student without a valid username and password, they cannot log into Blackboard Learn. These individuals must take the defensive driver training by utilizing one of these two options:

  1) Request the defensive driving module via CD, or
2) Request the “link” associated with the defensive driving module.

Both of these options will require the individual(s) to take a paper test, which shall be returned to the Operations unit within Facility Services for grading and entry into the Blackboard Learn database.

To request the training by utilizing either one of the options listed above, contact Frank Espinoza at Frank.Espinoza@nau.edu.

**DRIVER LICENSE**
- A valid driver's license is required if the driver is driving a university, private (and requesting reimbursement) or rented vehicle on university business.
- For driving record reviews, each driver shall register their license by utilizing the “self-service” module in PeopleSoft. This can be accessed at the following link: **PeopleSoft**. A valid NAU username and password is required to register a license. Once logged in please select “self-service” tab, then select Campus Personal Information, then Driver's License in PeopleSoft, a driver must provide their name (first, last & middle), driver license number and licensing state.

**Non-Arizona Driver’s License**
- For a driver who does not have an Arizona Driver License, they should not register in the “self-service” under the Campus Personal information tab, module.
- Department’s needing to run a non-Arizona driving record can do so through an Al A Carte option available through NAU’s background vendor, A-Check Global. If you do not have access to the vendor’s site, please contact the Human Resources Background team (HR.Background@NAU.EDU). The department submitting the request is responsible for the costs. Once the MVR report is complete, results will be sent directly to Frank Espinoza, who will release them once approved.

**Non-Employee Status**
If a driver has an **Arizona Driver License** and is a volunteer, student, graduate student, or not affiliated with NAU, they cannot log into PeopleSoft to register their license. The driver must click on the following link to provide their Driver License information: **Volunteer DL Registration**. If a driver has a **non-Arizona Driver license** and is a volunteer, student, graduate student, or not affiliated with NAU, then they must follow the procedures listed above for running a non-Arizona driver license.

**DRIVING RECORD**
- All Authorized Drivers will be required to have a review of their driver’s record, which is maintained by the Motor Vehicle Division (MVD) of the Arizona Department of Transportation (ADOT). Authorized Driver record reviews shall be conducted at least annually. The review shall cover the most recent 39 month period.
An Authorized Driver shall promptly notify their immediate supervisor of any license suspension, revocation, or restriction placed on the driver’s license or privilege to drive a motor vehicle. If the license of an Authorized Driver is suspended or revoked, authorization to drive on state business is suspended on the date of driver’s license suspension or revocation and remains suspended until the date of driver’s license reinstatement. If a review of a driving record reveals one or more violations totaling six or more points for the 39 month period, the appropriate Departmental leadership shall be notified in writing.

At a minimum, the following criteria are to be followed when evaluating a 39-month driving record:

5 or fewer points = Acceptable record: Continue annual driving record and driver insurance status checks.

6 to 7 points = Conditional record: Conduct driving record and driver insurance status checks at least twice a year. Driver attends defensive driver training or similar action designed to improve driving skill.

8 or more points = High-risk record: The Authorized Driver and his or her immediate supervisor will be notified that the Authorized Driver’s ability to drive on University business is suspended. If Departmental leadership feels the Authorized Driver should be allowed to drive on University business, then Departmental leadership shall immediately contact the Director of Operations at Facility Services to discuss the reason(s) in which the Authorized Driver should be allowed to drive, as well as the limitations and the duration of the authorization to drive. Final determinations in allowing a “High Risk” driver to continue as an Authorized Driver will be made in consultation with Human Resources, Legal Council and the applicable Vice President. If it is determined that the “High Risk” driver can continue as an Authorized Driver, then Departmental leadership will be notified in writing of the limitations and duration of the authorization to drive. No one shall circumvent an order or action of the Motor Vehicle Division or any court; this means, but is not limited to, actions taken by the court or the Motor Vehicle Division to suspend, cancel, or revoked a license.

LIABILITY INSURANCE AND PERMISSION TO DRIVE A PERSONAL VEHICLE

An Authorized Driver who operates a personally owned vehicle (and is requesting mileage reimbursement) or a rental car on state business shall maintain statutorily-required liability insurance.

This requirement is $15,000 (per person)/$30,000 (per accident).

Additionally, the driver must have prior written approval from their Departmental leadership to drive their personal vehicle on NAU business. This may be done via email and the authorization may be a blanket approval for no longer than one year.
• An Authorized Driver must provide a current copy of their insurance card to departmental leadership upon request.

**MISCELLANEOUS – REGULAR AND SPECIALTY VEHICLE**

• Drivers of regular vehicles (sedans, pickups, golf carts) must be at least 18 years old, and have a minimum of two years driving experience. Drivers of High Occupancy Vehicles (HOVs) must be at least 19 years old and have a minimum of three years of driving experience. An HOV is defined as a passenger or cargo van that is designed, modified, or could otherwise be configured for a seating capacity of 9-15 persons, including the driver. All drivers must have an acceptable driving record.

• For this purpose, a motorized “specialty vehicle” or “specialty mobile equipment” means a motorized vehicle which is designed, or may be used, for the transport of people or cargo that is not licensed or intended for use on public roadways. Training shall include an element for drivers of motorized specialty vehicles or specialty mobile equipment. This training shall be conducted before initial operation of the vehicle or equipment. The instruction shall be based on nationally recognized industry standards and training timelines or manufacturer’s operator instructions.

**IMPLICATIONS OF NOT REGISTERING AS AN AUTHORIZED DRIVER**

If a driver does not register as an Authorized Driver they will:

• Not be able to drive any university vehicles.

• Not receive mileage reimbursement for personal vehicles used on university business.

• Not be able to rent a vehicle to be used on university business.

A person that is not registered as an authorized driver must also understand that they are personally liable for the vehicle that they are driving as well as for all other damages and injuries that are caused in the event of an accident and that the state/university will not supplement my personal vehicle insurance.

For travel related policy having to do with authorized drivers, see the [NAU Travel Policy](#).

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