

MOTOR VEHICLE OPERATING PROCEDURES

Capitalized terms used herein are defined in the [Motor Vehicle Use for University Business](#) policy.

Pursuant to the *Motor Vehicle Use for University Business* policy, in order to be authorized to drive on University Business, University employees or Authorized Volunteers who wish to become Authorized Drivers must follow the steps outlined below. Additional requirements apply to operators of vans, other high occupancy vehicles, or specialty vehicles such as landscaping or construction equipment. When operating any motor vehicle on University business wherever located, reporting any incident resulting in personal injury and all vehicle damage in accordance with these procedures is mandatory.

1. Authorization Procedure

a. Drivers with University Login Credentials (CAS)

Authorization is facilitated through the [Drivers Authorization Certificate Request](#) form. Drivers should be prepared to supply the following information or complete the following steps:

- i. Submit your Driver's License information and authorize University to perform periodic reviews of your driving record. If you have not already used Louie to submit your information by navigating to Self Service – Campus Personal Information – Driver's License, you will be redirected to the self-service Driver's License portal to enter this information before continuing.
- ii. Select the appropriate Certificate of Authorization (Basic, Van, or CDL)*.
- iii. Complete the required training, which will be made accessible to you by email following completion of the authorization request form. *Training requirements for each level of certification differ and may be additive, so be sure to only request the level of authorization which is required for your duties.

b. Drivers without University Login Credentials

Authorization for Drivers or volunteers who do not have NAU login credentials is a manual process which may be completed by:

- (i) Submitting your Driver's License information to the Authorized Driver Program Manager using the [Non-Credentialed Authorized Driver Request](#) form and authorizing University to perform periodic reviews of your driving record.
- (ii) Completing the required training and associated test using the instructions posted on the Driver Authorization website.

c. Holders of Non-Arizona Driver Licenses

Employees and volunteers that have a non-Arizona driver license are required to submit a three year driving record from the state that issued your license. It is the responsibility of the employee to obtain this record from their home state and submit it to AuthorizedDriver@nau.edu for review.

d. Specialty Vehicles

Training for specialty vehicles (ATV/UTV/Golf carts, snow removal equipment, construction equipment, powered bicycles and pedestrian equipment, lift equipment or other similar vehicles) may be accessed through equipment specific links available on the Authorized Driver Program website, or by contacting

the Authorized Driver Program Manager directly for assistance. This training is required by the State of Arizona prior to using any specialty vehicle but is not currently incorporated into University's Driver Authorization Certificate Request form.

2. Driving in Mexico

Risk Management coordinates Mexican automobile liability insurance for University-owned vehicles, as provided by Arizona Department of Administration Risk Management Division. The provided Mexican insurance packets are vehicle specific and must be placed in the correct vehicle prior to travel to Mexico. Mexican law only recognizes insurance coverage issued by Mexican insurance companies. The Government of Mexico and the Mexican police do not recognize policies written by American insurance companies, even if that policy has Mexico coverage. The University does not provide Mexican insurance coverage for private vehicles and most commercial rental vehicle contracts prohibit travel to Mexico. To operate a University motor vehicle in Mexico for University business, employees must:

- a. Obtain written authorization on University stationery from their dean, supervisor, or equivalent official to drive a University vehicle in Mexico on University business.
- b. At least ten days prior to the travel, provide Risk Management with the unit name, name of the Authorized Driver(s), date entering Mexico, date leaving Mexico, location of travel, purpose of travel, number of University employees traveling and their names, number of University students traveling including their names, if any, whether the travel is for study abroad, whether a trailer will be used, and if so the license number, and the vehicle identification number (VIN) and the year, make, and model of each vehicle. If fleet vehicles will be used, Fleet Services will furnish the vehicle information at the time of its reservation.
- c. Should an accident occur, follow the detailed instructions in the Mexican insurance packet. The incident must be reported to both the Mexican insurance carrier and to Risk Management in accordance with Section 3 below.
- d. Upon completion of the travel, return the Mexican insurance packet to Risk Management as soon as reasonably possible.

3. Vehicle Incident Reporting

All accidents or incidents that result in damage involving any motor vehicle (regardless of its ownership) operated for University business must be documented and reported to Risk Management in accordance with the following requirements:

- a. All accidents that may give rise to a liability claim must to be documented in a police report. Reporting all such incidents to local law enforcement is, therefore, mandatory.
- b. Submit online a complete [Damage Report](#) to Risk Management i) within twenty-four hours of the incident if the resulting property damage is reasonably expected to exceed \$10,000 or involves a personal injury; or ii) within ten days of the incident if the resulting property damage is reasonably expected to be less than \$10,000.
- c. If the accident involves a rental vehicle, also report the accident to the rental company in accordance with the applicable rental vehicle contract.
- d. If a vehicle accident results in personal injury to any party: i) immediately call 9-1-1 to obtain emergency police and medical assistance; ii) render aid consistent with your personal capabilities; iii) as noted above, submit online a completed [Damage Report](#) to Risk Management within twenty-four (24) hours of the incident; and iv) if a University employee is injured, complete the Human Resources [Work-Related Injuries](#) process and submit a [Report of Injury](#) as soon as reasonably possible.

4. Vehicle Maintenance

- a. Fleet Services maintains department vehicle contact information. Send contact change information to FleetRepairs@nau.edu. Fleet Services will email all department vehicle contacts every six months to identify service or inspection requirements for department vehicles. High mileage users who drive 5,000 miles or more in six months or less must contact Fleet Services to schedule required maintenance.
- b. Mandatory annual inspections of all vehicles must be performed by an ASE-certified mechanic. Contact Fleet Services to schedule these inspections for your departmental vehicles. Report vehicle safety concerns or defects immediately to Fleet Services by calling 928-523-6441.
- c. In the event an outside vendor must perform a service or inspection, contact Fleet Services at (928) 523-6441 for a referral to a reputable service provider. Copies of all receipts for services performed by outside providers must be scanned and forwarded to FleetRepairs@nau.edu, or mailed to NAU, Fleet Maintenance Receipts, PO Box 6016, Flagstaff AZ 86011.
- d. All vehicle maintenance receipts are retained in the Fleet Services database for year-end State of Arizona reporting. Vehicles that are not maintained in accordance with this section will be removed from service. Departments must budget and pay for the maintenance and inspection requirements for their vehicles as outlined in this section.