



Driver Information for Students

DRIVERS USING UNIVERSITY VEHICLES:

1. Only authorized SCU students and personnel may drive University vehicles. University vehicles are generally limited to travel within the state of California unless approved in advance. Travel outside the country must include the proper additional insurance.
2. Vehicles are available solely for the purpose of University-sponsored events. Any abuse of vehicles by drivers (i.e. personal shopping trips) will result in immediate termination of privileges and payment of any resulting penalties.
3. Driver is responsible for inspecting the vehicle before and after each use.
4. If a driver is in an accident or causes damage to a University vehicle, driving privileges will be revoked for the remainder of the academic year.
5. All problems/accidents should be reported immediately. Failure to report problems/accidents could result in a violation of the Student Conduct Code and will be reported to the Office for Student Life. The purpose for reporting an accident is not to sanction drivers but to ensure all vehicles are operational and safe for use.
6. All University vehicles must be cleared of trash and personal items after each use.

DRIVERS USING PERSONAL VEHICLES:

1. If a driver is in an accident, the driver will not be allowed to drive to University events for the remainder of the academic year.
2. All problems/accidents should be reported immediately.
3. Failure to report problems/accidents could result in a violation of the Student Conduct Code and will be reported to the Office for Student Life. The purpose for reporting an accident is not to sanction drivers but to ensure safety for all involved.
4. Insurance: Private vehicles used on University business must be covered with the owner's insurance as required by law. The insurance covering the private vehicle used pays first and if that insurance is exhausted, the University insurance pays second to the extent of the policy. Claims paid by private insurance for accidents occurring from the operation of privately owned vehicles are not reimbursable from University funds or University insurance.

SAFETY PROCEDURES:

1. All passengers must wear seat belts while in the vehicle. Anyone refusing to use a seat belt will not be allowed in the vehicle.
2. Maximum occupancy should not exceed the manufacturer's recommendation.

EMERGENCY PROCEDURES:

1. In the event of an accident, the driver must use good judgment based on the type of accident and comply with the law in notifying the proper authorities.
2. As appropriate, contact your academic department contact and/or Campus Safety at 408.554.4441.