Student Organization Vehicle Use & Driver Guidelines

When can a Student Organization use a University owned Vehicle?
Student Government, Student Organizations, and Recognized Sports Clubs may use university vehicles to travel to:
- Board of Regents Meetings (Student Government representatives)
- An organization’s national or regional conference or meetings (Officially recognized University Student Organizations)
- Official sports club competitions (Officially recognized Sports Clubs)

Who can drive a UI Vehicle?
- Only student-members of University-recognized student organizations and government
- University faculty or staff officially associated with the organization
- Pre-approved alternate drivers
A Primary Driver must be designated and will be responsible for providing information to other drivers and passengers regarding vehicle-use policies, securing the vehicle during the trip, performing headcounts, assigning drivers, and determining rest stops.

Who can ride in a UI Vehicle?
- Authorized drivers
- Official members of the student organization or student government
- Any University faculty and staff directly associated with the organization

What are the requirements?
1) Prior Written approval from the Center for Student Involvement and Leadership (CSIL) Office. You must submit the Student Prior Approval to Travel Form to the CSIL office and obtain all required approval signatures. A copy of this signed form must be submitted with the Fleet Services Requisition and must be attached to driving review requests.
2) Driving Record Reviews - Each driver’s record must be reviewed for compliance with Fleet Safety Driving Review standards. Driving privileges will be denied if the driver’s past three year driving record indicates any of the following:
   - Three or more “at fault” accidents, moving violations, or a combination of three or more accidents and violations
   - Conviction of driving while under the influence of alcohol or drugs, or conviction of vehicular homicide, or conviction of any driving offense punishable as a felony
   - License suspension, or license denial, or license revocation, or license bar; or
   - Conviction of reckless driving, conviction of driving with a suspended, denied, revoked, or barred license, conviction of hit and run, or conviction of leaving the scene; or
3) Driver Training
   - Defensive Driving Course—all student drivers must complete the university’s online defensive driving course
University Vehicle Rules

- It is punishable by law to be intoxicated and to have alcohol or illegal drugs in any vehicle, including university vehicles, at any time.

- University vehicles may only be used for normal transportation to and from an authorized event or program, not for personal purposes or unauthorized side trips.

- Only authorized passengers (persons on official university business) are allowed to travel in university vehicles. Family and friends are NOT allowed to ride in the vehicle if they are not traveling in an official capacity on university business.

- During long distance travel, the driver is not to drive for more than a total of 10 hours during a 24-hour period and must take a 30-minute break every four hours. It is recommended that at least two drivers be authorized to drive and rotate driving duties every two hours.

- Do not tow anything or haul anything on top of the vehicle.

- Remove belongings and trash at the conclusion of the trip prior to returning the vehicle to Fleet Services.

- Anyone who violates these policies may be subject to disciplinary action and revocation of future driving privileges.