

Q & A – Fleet Management Policy Changes

Can I still drive a University vehicle if I'm on the approved driver list?

Yes you can still drive. However, if you have not turned in your completed application to the University Receptionist by September 30, your driving privileges will be revoked.

If I'm currently on the approved driver list, do I need to "re-apply"?

*Students – Yes, annually. You have until **September 30** to send the application, MVR Form and proof of insurance to the University Receptionist.*

*Employees – Yes, every 2 years. You have until **September 30** to send the application, MVR Form and proof of insurance to the University Receptionist.*

Do I need to take the on-line Safe Driver Program if I'm renewing my application?

You only need to take the on-line safe driver program if you have not taken the on-line driver program previously. The date approved drivers have taken the on-line safe driver program is documented.

Do I need to take the van or truck test again if I'm renewing my application?

No you do not. You only take the van or truck test once; unless there requested to re-take.

Who "runs" the MVR's?

The University's Insurance Broker will run all MVR's and report back to the University only a "passed" or "failed" designation which is based on the matrix provided in the policy.

Why am I not seeing the new forms when I click on the link provided in the email?

You will need to refresh your browser and the forms will appear.

In the MVR form it talks about a consumer report. Will my credit report be run?

*No, your credit report will **not** be run. The MVR (motor vehicle report) falls under the umbrella of the fair credit reporting act.*

What if my MVR comes back as "failed"?

If your MVR is returned with a Fail status, you will be removed from the approved driver list and may re-apply next year.

What do I need as proof of insurance?

***Employees** may provide a copy of their automobile insurance card.*

***Students** will need to contact their automobile insurance carrier and ask them to provide them with proof that they are insured to drive a vehicle. It varies from carrier to carrier, so it's best to call.*

Do I have to turn in all components of the application together?

Yes, all required attachments noted in the application must be turned in together as a complete package. (Application, MVR form, Proof of Insurance, & safe driver program if applicable)

Who do I return the application, MVR form and proof of insurance to?

All applications, MVR forms, and proof of insurance must be returned to the University Receptionist (Suite 3003)

How long will it take for me to hear back if I've been approved as a driver?

All applications should receive notification within a minimum of two weeks.

Can I schedule my van test before I receive notification of my application?

No, you must wait until you hear back on the status of your application.

Do I need to take the rental insurance when renting a vehicle?

If you are renting a car, you may still waive the collision damage. If you are renting a 15-passenger van, you are strongly encouraged to purchase the insurance as the Visa benefit does not cover 15-passenger vans.

What do I do if I rent a vehicle (not a 15-passenger van) for travel and am involved in an accident or the car gets damaged?

*If you waive the rental insurance, the University's Visa Purchasing card offers Auto Collision Damage Waiver as an added benefit to all cardholders. (Please read the brochure that is attached to the policy.) You must notify Visa **immediately** when involved in an accident or damage the vehicle in order to start their claim process.*

Do I only need to contact Visa to report an accident or damage?

No, you must also report any accident or damage to the Department of Safety and to the Office of the Vice President for Operations.