

Lehigh University	Policy for Drivers of University Vehicles
Transportation Services and Risk Management	Effective: November 1, 2025

I. PURPOSE

Drivers of university-owned, leased, or rented vehicles must meet certain criteria and agree to allow the University to monitor their motor vehicle record during their employment at Lehigh University.

Lehigh University reserves the right to deny or revoke the driving privilege of any driver if the driver does not meet the criteria outlined in this policy or fails to follow the requirements of this policy.

II. POLICY

Lehigh University requires that all individuals who operate university-owned, leased, or rented vehicles be authorized drivers. Authorization includes a three-year look-back review of each driver's motor vehicle record (MVR) prior to approval and annually thereafter.

II. ELIGIBILITY

This policy applies to all Lehigh University employees, students, or registered volunteers to whom the university grants the privilege of operating a university owned, leased, or rented vehicle for university business.

III. DEFINITIONS

- MVR - Motor Vehicle Record
- Violation - Any motor vehicle violation
- University Vehicle - Any vehicle owned, leased, or rented by the University for University business intended to be insured by the University's automobile insurance policy.

IV. DRIVER REQUIREMENTS

A. To operate a University Vehicle, an individual must comply with the following:

- Have a valid, current driver's license issued in the United States for the class of University Vehicle that the individual drives or seeks to drive.
- Immediately notify their supervisor/manager and Transportation Services if their driver's license is suspended or revoked.
- Observe all applicable federal, state, and local motor vehicle laws, ordinances, and regulations.
- Promptly report all incidents and accidents, including any damage to a University Vehicle or other property damage, to Transportation Services and Risk Management and cooperate in any investigation of the incident/ accident and any subsequent proceedings.
- Always wear a seat belt and ensure that all passengers wear their seat belts as well.

- Promptly pay or timely challenge any tickets or other citations received while operating a University Vehicle. The University is not responsible for traffic violations, including parking fines, nor the cost of representation to challenge any tickets or other violations.
- Submit a completed MVR Consent Form (Appendix A) to SafetyFirst authorizing the University to check the driver's MVR.
- Maintain an MVR that satisfies the standards for an acceptable MVR as set forth in this policy.
- Complete the online driver safety training course and score at least 80% on the accompanying quiz.

All drivers of University Vehicles are prohibited from engaging in the following:

- Allowing any other person to drive a University Vehicle unless that person is a current employee, student or registered volunteer who has submitted an MVR Consent Form and has been authorized to drive a University Vehicle by Transportation Services and Risk Management. Otherwise, a spouse or other family member is not eligible or permitted to drive a University Vehicle.
- Consuming or being under the influence of alcohol or any substance that may cause impairment while operating a University Vehicle.
- Offering rides to individuals not involved in or related to the purpose for which the University Vehicle is being used.
- Driving University Vehicles for unauthorized personal use. Personal use is permitted by employees only if the following conditions are met: (1) the University Vehicle is assigned to that particular employee for their exclusive use (take home car in LUPD for instance), (2) the employee receives authorization from their department head. Note: The University insurance carrier does not provide coverage for personal use of University-owned, leased or rented vehicles. All insurance responsibilities follow the driver when driving for personal use.
- Using *handheld* cell phones or other mobile devices while driving.

V. ENFORCEMENT OF POLICY

Failure to meet the conditions of this policy, including maintaining an acceptable MVR, may result in revocation of driving privileges, reassignment to a non-driving position for employees, as well as disciplinary action up to and including termination of employment.

VI. MVR Criteria

If a driver has been cited for or involved in the following Violations, see the Enforcement of Policy section above.

A driver may only be placed on suspension twice. Any violation of any type following two suspension periods, will lead to the immediate and permanent revocation of university driving privileges.

A review of the MVR to determine the driver's eligibility will be based on the following criteria:

Type A violations Include, but are not limited to, the following violations:

- Driving Under the Influence (DUI)
- Driving While Intoxicated (DWI)
- Operating While Intoxicated (OWI)
- Operating Under the Influence (OUI)

- Negligent homicide by motor vehicle
- Operating a vehicle during a period of suspension or revocation
- Using a motor vehicle for the commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without an owner's consent
- Permitting an unlicensed person to drive
- Reckless driving
- Participating in a motor vehicle speed contest
- Hit and run (bodily injury or property damage)
- Failure to stop for a school bus with flashing red lights
- Failure to comply with a crossing gate or barrier
- Speeding violation over twenty-six (26) MPH above the posted speed limit

Type B violations include, but are not limited to, Speeding 25 miles per hour or less, Improper Lane Change, Failure to Yield, Running Red Lights or Stoplights, Involvement in an at-fault accident resulting in property damage or bodily injury.

If a driver has been cited for or involved in the following Violations, the driver will have their university driving privileges declined or terminated:

- One or more Type A Violations in the preceding 36 months, or
- Two or more Type B Violations in the preceding 36 months.

DRIVERS ARE RESPONSIBLE FOR DISCLOSING ALL VIOLATIONS TO THEIR SUPERVISOR AND TRANSPORTATION SERVICES. ANY DRIVER WHO FAILS TO DISCLOSE A VIOLATION WILL HAVE THEIR DRIVING PRIVILEGES DECLINED OR TERMINATED.

PROCEDURES

For **existing employees** at the time this policy goes into effect, driver record monitoring will begin one year from the policy's effective date, with subsequent annual monitoring covering a three-year **look-back period** going forward.

- A. Before the University grants the privilege to drive a University Vehicle, the University must determine that the individual meets the requirements of this policy, including having an acceptable MVR. Candidates for employment are subject to a three-year look-back period.
- B. In order to determine that the driver has an acceptable MVR, the prospective driver must submit a readable copy of their driver's license along with the completed MVR Consent Form to Transportation Services authorizing the University to obtain and review the driver's MVR. It is the department's responsibility to ensure the drivers in the department have submitted MVR Consent Forms.
- C. All approved drivers must complete online driver safety training and score at least 80% on the quiz. Instructions for accessing and completing the online Driver Safety Training are included as Appendix B of this policy. It is the department's responsibility to ensure the student drivers and interns in the department have completed the online Driver Safety Training.
- D. The University may at any time review a driver's MVR to determine if the driver has an acceptable MVR in accordance with this policy. The University expects to review a prospective driver's MVR upon receipt of the completed MVR Consent Form, and annually thereafter. Please see section VI for more information related to annual checks of university approved drivers.
- E. If a prospective driver's MVR is found to be acceptable, Transportation Services will send an email to the driver and copy the department(s) for which the driver is applying to drive with confirmation of being an approved university driver.
- F. In the event a current employee's MVR is found to be unacceptable, the Director of Transportation Services or their designee will send an email to the employee, copying Human Resources and the employee's supervisor/manager, notifying the employee that they have not met the University's criteria to become a University approved driver, or of revocation or suspension of University driving privileges of the current employee, and a letter will be mailed to the employee at the home address on file at the University.

CONTINUOUS MVR CHECK OF ALL APPROVED UNIVERSITY DRIVERS

MVR checks will be conducted on a continuous and ongoing basis for all University-approved drivers.

- A. Driver List Verification: Each department is responsible for updating their list of approved drivers and notifying Transportation of any changes.
- B. Continuous MVR Monitoring: All drivers remaining on the approved departmental lists will be enrolled into a continuous MVR monitoring service. This service is designed to proactively check driving records throughout the year, not just once annually.
- C. Immediate Violation Reporting and Action: Any motor vehicle violations, license suspensions, or other changes in a driver's status identified by the continuous monitoring service will be immediately reported to Risk Management, Transportation Services, and/or the driver's direct supervisor for prompt action.

Appendix A

Motor Vehicle Record Consent Form - Students

(Undergraduate, graduate, student workers, and interns)

I, _____, give my consent for Lehigh University to complete a background check on my driving record in accordance with Lehigh University's Policy for Drivers of University Vehicles. As part of this procedure, Lehigh University has my permission to order Motor Vehicle Records (MVRs) from all states in which I currently have and have previously had a driver license. I further give my consent for Lehigh University to continue to order my MVRs on an annual basis from all states in which I currently have and have previously had a driver license while I am driving University Vehicles. I understand that Lehigh University has an established MVR review policy that my driving history will be compared against to determine my driving eligibility for Lehigh University. I further understand that failure to release consent for Lehigh University to conduct a background check on my driving record means, at a minimum, that I forfeit my driving privileges for Lehigh University. If I forfeit my driving privileges and my employment duties at Lehigh University include driving, my duties will be reviewed to determine whether I can continue my position without driving privileges for Lehigh University and, if so, what additional non-driving duties Lehigh University will require.

Please allow 5 business days for processing. Please complete all fields.

Full Name (exactly as it appears on driver's license):

First _____ Middle _____ Last _____

Banner ID: _____ Date of Birth: _____

License State: _____ License Number: _____

Name of Department(s) for Which You Are Applying to Drive: _____

(e.g. Athletics, Track, Transportation, Service Learning, etc.)

Have you ever been a University Approved Driver? _____ Email Address: _____

Completion Date of Online Driver Safety Training*. _____ Expected Year of Graduation: _____

Motor Vehicle Record Consent Form- Employees

(This form cannot be used by students (undergraduate or graduate), student workers, or interns.)

I, _____, give my consent for Lehigh University to complete a background check on my driving record in accordance with Lehigh University's Policy for Drivers of University Vehicles. As part of this procedure, Lehigh University has my permission to order Motor Vehicle Records (MVRs) from any and all states in which I currently have and have previously had a driver license. I further give my consent for Lehigh University to continue to order my MVRs on an annual basis from any and all states in which I currently have and have previously had a driver license during my employment with Lehigh University in a position that involves driving privileges for Lehigh University. I understand that Lehigh University has an established MVR review policy that my driving history will be compared against to determine my driving eligibility for Lehigh University. I further understand that failure to release consent for Lehigh University to conduct a background check on my driving record means, at a minimum, that I forfeit my driving privileges for Lehigh University. If I forfeit my driving privileges and my employment duties at Lehigh University include driving, my duties will be reviewed to determine whether I can continue my position without driving privileges for Lehigh University and, if so, what additional non-driving duties Lehigh University will require.

Please allow 5 business days for processing. Please complete all fields.

PLEASE TYPE OR PRINT LEGIBLY

Full Name (exactly as it appears on driver's license):

Banner I.D.: _____ Date of Birth: _____

License State: _____ License Number: _____

Name of Department:

Have you ever been a University Approved Driver? _____ Date of Hire: _____

Motor Vehicle Record Consent Form- Prospective Employees

(This form cannot be used by students (undergraduate or graduate), student workers, or interns)

In conjunction with my potential employment, I, _____, give my consent for Lehigh University to complete a background check on my driving record in accordance with Lehigh University's Policy for Drivers of University Vehicles. As part of this procedure, Lehigh University has my permission to order Motor Vehicle Records (MVRs) from all states in which I currently have and have previously had a driver's license. I further give my consent for Lehigh University to continue to order my driver's license on an annual basis.

I currently have, and have previously had, a driver's license during my employment with the University in a position that involves driving privileges for the University. I understand that Lehigh University has an established MVR review policy that my driving history will be compared against to determine my initial and continued driving eligibility for the University. I further understand that failure to release consent for Lehigh University to conduct a background check on my driving record means that I forfeit my candidacy for potential employment for a position involving driving privileges for the University.

Please allow 5 business days for processing. Please complete all fields.

PLEASE TYPE OR PRINT LEGIBLY

Full Name (exactly as it appears on driver's license):

First	Middle	Last
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Date of Birth: _____

License State: _____

License Number: _____

Name of Department for which you are applying: _____

Appendix B

Online Driver Safety Training Instructions through CourseSite

Please note: You will need access to CourseSite to take the online driver safety training.

Sound is required.

Please allow pop-ups in your browser.

The Training will take approximately 60 minutes to complete. You are able to stop during training and resume and complete at a later time.

Motor Vehicle Record Consent that are submitted without completing the three modules of the online Driver Safety Training and scoring at least 80% on the quiz will not be processed.

If you have any questions, please contact Transportation or Risk Management