SAFE DRIVER PROGRAM

Drivers not following the guidelines outlined in this program shall lose their driving privileges with the University.

BASIC DRIVER RESPONSIBILITIES

Driver’s License - All drivers must be in possession of a valid driver’s license whenever driving a University vehicle.

Drug Free – All drivers must be alcohol and drug free when operating a vehicle. This includes prescription and non-prescription drugs that may impair the driver.

NU Business Only - University vehicles are to be used only for University business. Drivers should not pick up or transport any person not on official University business.

SAFE DRIVING PRACTICES

Cell Phones - Do not use a cell phone while driving.

Seatbelts - There can only be as many passengers as there are seatbelts. All passengers must wear their seatbelts at all times.

Tickets - Observe all traffic regulations and speed limits. Drivers are personally responsible for any tickets issued while driving a University vehicle.

Hazardous Weather - Avoid driving when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).

OPERATIONAL RULES AND TRIP MANAGEMENT

- 4 Hours / 2 Consecutive Hours - Each driver may only drive a total of four hours per day and no more than two consecutive hours. All trips over two hours require at least two approved drivers. At least one passenger shall remain awake at all times.

- 5:00 am to 11:00 pm - Drivers are only able to drive between 5:00 a.m. and 11:00 p.m. Exceptions require permission from the Office of Risk Management.

- 150 Mile Radius – Trips must stay inside of a 150-mile radius during the week. On the weekends, the radius is extended to 300 miles, requiring an overnight stay.

- 10 Hours per Day Total – The maximum a vehicle can be driven in one day is 10 hours.

- Exceptions – Permission must be obtained from the Office of Risk Management for any exceptions to these rules.

ACCIDENTS AND BREAKDOWNS

Call 911 - If you are in an accident, call 911 for police assistance.

Injuries or Towing - If anyone is injured in an accident, or if the vehicle needs to be towed, call the Office of Risk Management immediately – 847.491.4334.

Breakdowns and Flat Tires - Contact Enterprise Roadside Assistance at 800.307.6666. Available 24 hours a day, 7 days a week, roadside assistance will facilitate acquisition of replacement vehicle and/or towing, if necessary. Depending on the type of breakdown, there may be additional charges to the renter (lost keys, runs out of gas).

AUXILIARY SERVICES - Important information on what to do in the event of an accident or breakdown can be found on the Auxiliary Services, Vehicle Rentals site.

Reporting Accidents - Report all accidents to the Office of Risk Management 847.491.4334 or l-roth@northwestern.edu within 24 hours.

Any accidents that result in any personal injury or any vehicles requiring towing must be called in to the Office of Risk Management immediately.