SAFE DRIVER PROGRAM

Purpose

The safety of Northwestern students, faculty, staff, and the public is a central concern of Northwestern University. In order to ensure the safety of our community, Northwestern expects the following practices to be followed when driving on University-related business using Northwestern owned or rented vehicles.

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).
- **Vehicle Not Operating Properly** – If the vehicle that is not operating properly, call NU Motor Pool 847.491.5075 during business hours (Monday – Friday, 8:00 am to 5:00 pm) or call 847.815.4641 during non-business hours.
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.
- **Flat Tire** - If there is a flat or damaged tire, call a towing service to have the tire changed. Risk Management will cover this expense.
- **Motor Pool Web Site** - Important information on what to do in the event of an accident or breakdown can be found on the Auxiliary Services website.
- **Reporting Accidents to Risk Management** - 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.

Consequences of Violating this Program

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

Related Links and Forms

Driver’s License Verification and Vehicle Use Form

[Accident Report Form](#)
[University Automobile Insurance](#)
[Becoming an Approved Driver](#)
[Auxiliary Services Accident and Breakdown Guidance](#)