



# Northwestern University

## 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 be followed when driving on University-related business.

### Basic Driver Responsibilities

University drivers:

- Must be in possession of a valid driver's license whenever driving a University vehicle.
- Shall be alcohol and drug free when operating a vehicle. This includes prescription and non-prescription drugs that may impair a driver's judgment or other faculties.
- Are responsible to ensure that the vehicle is used only for University business. Drivers shall not pick up or transport family members, hitchhikers, friends, or any other person not on official University business.
- Are responsible for the security and safety of the vehicle until it is returned to the designated location at the University.

### Safe Driving Practices

University drivers must:

- **Not use a cell phone while driving unless used in hands-free mode.**
- Only transport the number of persons for which there are seatbelts in the vehicle. All persons must wear their seatbelts at all times.
- Observe all traffic regulations and speed limits. Drivers are personally responsible for any traffic citations (tickets) that may be issued as a result of operating a University vehicle.
- Avoid driving when driving conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions).
- Not operate a vehicle that the driver suspects is not operating properly. Drivers should ensure that lights, brakes, horn and steering are working properly. If not, park the vehicle and call NU Motor Pool (847-491-3560) or rental agency to make appropriate arrangements so that the vehicle can be operated safely.

## Operational Rules and Trip Management

University drivers:

- Are responsible for inspecting the vehicle prior to departing on a trip. Once the driver leaves the rental facility with the vehicle, any damages found are the responsibility of the renting party.
- May not drive more than **four hours** in a 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.
- Shall not drive between 11:00 p.m. and 5:00 a.m. without permission from the Office of Risk Management.
- Shall not drive outside of a 150-mile radius during the week. On the weekends, the operating radius is extended to 300 miles with an overnight stay.
- May not drive a vehicle seating more than a driver and seven passengers unless approved by the Office of Risk Management. The use of 15 passenger vans is strictly prohibited.
- Shall ensure no vehicle be driven more than ten hours in a day without permission from the Office of Risk Management.
- May not use motorcycles on University business.

## Accidents and Breakdowns

- Important information on what to do in the event of an accident or breakdown can be found on the Motor Pool [website](#).
- Report all accidents to the Office of Risk Management (847-491-4334) or [L-roth@northwestern.edu](mailto: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](#)

[Motor Pool Accident and Breakdown Guidance](#)