



Approved Driver SOP

Campus Safety Department

1.0 Purpose: To ensure those operating vehicles leased or owned by Park University are doing so in a safe manner.

2.0 Scope: This procedure applies to all Park University Staff, Faculty, and Contractors who desire to operate University owned or leased vehicles for official Park University business.

3.0 Procedures: Those eligible to be approved Park University Drivers:

Park University employees and contractors are eligible to apply for status as an approved driver. Student employees under age 21 and Adjunct Faculty members should not be allowed to become approved drivers of the University except in special circumstances approved by Risk Management in advance. Student employee drivers age 21 and over must have the driving requirement in their job description and be in good standing with the University.

To become an approved driver, applicant must:

1. Have a department Director, Assistant Director or Department Administrative Assistant refers the applicant for approved driver status.
2. All forms, training, and waivers are found on the Campus Safety webpage at www.park.edu under the Campus Safety link. Applicants must complete and sign the waiver, submit a color copy of their driver's license and submit their certificate of completion of their Driver's Safety course (Training online).
3. Once all three documents are collected, applicants must send these documents together to the Director of Campus Safety via Email or directly (interdepartmental mail, or hand delivered).
4. After receiving the completed waiver, a driver history check will be conducted. Applicants will be automatically disqualified if they have any of the following in their driver history within the past three years:
 - Driving while intoxicated or under the influence of alcohol or a controlled substance
 - License suspension
 - Reckless driving
 - Leaving the scene of an accident
 - Vehicle homicide
 - Speeding in excess of 25 MPH over the speed limit or other similar offenses
 - Driving with a suspended or revoked license
 - More than two moving violations and one or more at fault accidents in the past three years
 - More than three moving violations in the past three years
 - More than one at fault accident in the past three years
5. Approved drivers will be checked every 6 months to ensure driver histories are compliant with the above standards.



6. Any applicants given that will be given a waiver to the above disqualifiers must be reviewed by the Campus Safety Director, the Senior Director of Financial of Reporting, and or the Chief Financial Officer.