

**OCCIDENTAL COLLEGE POLICY**  
**AUTHORIZED DRIVER PROGRAM**  
Revised October 1, 2011

***Summary:***

The policy authorizes the creation and maintenance of a program for qualifying persons to drive College-owned or personal vehicles on College business or in support of College programs.

***Policy:***

In order to help promote the safety of persons who drive or ride in vehicles while they are conducting College business or while they are traveling in support of College programs; and in order to protect the College from unnecessary litigation and possible financial harm; and in order to comply with reasonable insurance carrier requirements and recommendations, the College has established the Authorized Driver Program for qualifying and approving drivers.

College business or in support of a College program means the transporting of students, faculty or staff for field trips, intercollegiate or club sporting events and special programs sponsored and approved by the Office of Student Life, Residence Education and Housing Services or other duly recognized College departments or institutes. This policy also applies to Admissions, Institutional Advancement, Facilities Management Department and Campus Safety staff whose positions require driving as an essential job duty whether on or off campus.

College business under this policy is not intended to include employees driving their own vehicles for incidental College related trips for which mileage reimbursement may be claimed such as a business lunch, conference or other meeting off campus, to the airport to fly to a conference or meeting, etc.

This policy provides that:

1. Only employees (including faculty) and students who have applied for and have been granted Authorized Driver status may drive on College business or in support of College-sponsored programs.
2. Persons must be approved Authorized Drivers whether operating a College-owned vehicle, a rented vehicle or a personal vehicle on College business or in support of College-sponsored programs.
3. The process of applying for Authorized Driver status includes a review of each applicant's current Motor Vehicle Report (MVR) or equivalent state agency document. The College will follow carefully all federal and state disclosure requirements related to MVR's, and will obtain from each applicant signed releases as a requirement to apply for the program.
4. The College will rely upon an applicant's MVR to determine his or her eligibility. It is the applicant's responsibility to work with the appropriate state agency in

order to correct reported information that he or she regards as incomplete or incorrect.

5. The employment status of persons whose positions require driving as an essential job duty may be adversely affected by the denial or revocation of Authorized Driver status.
6. Based on the College's prior loss experience as well as insurance industry standards, students are subject to a stricter standard of eligibility than employees.
7. There will be a reasonable, clearly identified appeal process through which employees and students can present reasonable challenges to the denial of Authorized Driver status.
8. The VP for Administration is authorized to implement the program, review program effectiveness periodically and recommend policy revisions to the President as they may be needed.

**Authority:** V.P. for Administration, President

**Approved by:**   
Jonathan Veitch, President

10/13/2011  
Date