

Objective

Outline the policy to ensure proper licensure of operators at the University of Michigan (U-M) according to State of Michigan law.

Policy

1. In order to operate a U-M vehicle, State of Michigan and federal guidelines require that the operator possess the appropriate vehicle operator license. In addition to this policy, there are further laws pertaining to vehicle weight, function and/or design that are discussed in medical certification and commercial driver license policies to ensure proper licensure.
2. If the operator uses a vehicle on an infrequent basis or the vehicle is used for travel to accomplish assigned duties (i.e. trade personnel driving to a building to perform work or faculty taking students on a field trip), guidelines consider this use incidental duty and basic operator license is all that is required.
3. If the operator uses a vehicle as a function of their position (i.e. bus driver, courier or rubbish truck driver), guidelines consider this use primary duty and a chauffeur base license is required.
4. The cost of obtaining and maintaining the proper licensure is a personal expense and the responsibility of each operator.
5. The U-M vehicle using department is responsible to determine operator licensing requirements based on use and function. If you have any questions about licensing requirement, contact Fleet Services at (734) 764-3427 for assistance.
6. In order to operate a vehicle in the State of Michigan, you must carry your drivers license from your country of residence and an international driving permit. This is restricted to foreign countries that signed the [1949 United Nations Convention](#) of Road Traffic and for operators that are in the United States on a temporary basis.