Objective

Outline the requirements for vehicle operators at the University of Michigan (U-M).

Policy

1. Operators must be at least 18 years of age.
2. Operators must be faculty, staff, students or contracted employees under the direct supervision of a U-M staff member.
3. Operators must be authorized by the using department and adhere to the vehicle use and licensing policies.
4. Operators must be properly licensed according to the laws of the State of Michigan and federal guidelines.
5. Operators must have a valid driver license with no more than 6 points on their motor vehicle record (MVR) based on the Michigan Motor Vehicle Code traffic violation point system. . A valid driver license is those issued within the United States, Canada or an international driver license from the operator's country of origin.   If the driver has an international driver license, the driver's license must be translated into English so Fleet Services can determine driver eligibility.
6. Operators with 7 or more points on their MVR are not allowed to operate U-M vehicles.
7. Departments are responsible to ensure operators have had their MVR checked at least yearly to determine driving eligibility. It is the department's responsibility to provide operator information to Fleet Services to facilitate MVR checks. Fleet Services will obtain a copy of the official MVR of the operator from the issuing state.
8. Operators with restrictions on their driver license are required to notify their supervisor and abide by the restriction set forth by the issuing authority.
9. Operators are required to report to their supervisor any medical condition that may affect their ability to safely operate a U-M vehicle.
10. Only authorized passengers may ride in U-M vehicles. This may be faculty, staff, students, or guests of the University.
11. Operators should refrain from using cell phones or personal listening devices while driving U-M vehicles. Often these activities can impede the operator's ability to focus on safely operating the vehicle.