University Regulation 3-179 and the updated UW Vehicle Policy go into effect on July 1, 2011. The regulation, policy and related documents can be found at http://www.uwyo.edu/AUXSERV/FLEET/OFFICIAL-VEHICLE-POLICY/

Driving on University Business:
If you plan to drive on UW business, you will be required to provide your driver’s license information so that your driving record may be obtained and reviewed. The policy also addresses the use of personal vehicles and transportation of unaffiliated passengers.

Motor Vehicle Record (MVR) Check:
Initial MVR Check and Driver Qualification: If you were employed by the University prior to July 1, 2011 and will drive on University business, you must complete the online driver request form prior to December 1, 2011. All other individuals who plan to drive on University business must complete the online driver request form as much in advance as possible and at least 2 business days prior to the need to drive on University business. All new employees who will need to drive on University business should have their initial check completed during the hiring process. Fleet Services will be notified of all qualified drivers following the driver’s initial check.

Annual MVR Check and Driver Qualification: After the initial check, each driver must submit a driver request form annually no later than December 1 to obtain authorization to drive in the following calendar year. Fleet Services will be notified of all qualified drivers following the annual checks.

Disqualified Drivers: An individual cannot drive on University business if their driving record does not meet the requirements set forth in the policy. In the event that your record is unsatisfactory, you and your supervisor/departmental designee will be notified. If an employee is informed that, based on their driving record, they do not meet the requirements of the policy and therefore will not be allowed to drive, they may request a copy of the record from the Risk Management Department. The supervisor and/or department will make all determinations with regard to employment consequences of an individual’s inability to drive under the policy.

Passengers/Guests not on UW Business:
Generally, transporting of guests who are not related to UW business in a UW vehicle is prohibited. However, exceptions can be requested using the Exception Request Form. Requests for exceptions will be reviewed and may be granted on limited occasion by the Risk Management Department.

Students at Camps: The Policy states, "Transportation of individuals who are relevant to University business (e.g., contractors, employees of other public entities, University clients, participants in University programs, University volunteers, etc.)" is permitted.

Use of Personal Vehicles on UW business:
If you plan to use your personal vehicle on UW business, understand that your personal insurance policy will be primary in the event of an accident. Also, please be sure that your personal insurance policy does not exclude business use. If you plan to have passengers with you who are not related to UW business, they must sign a waiver. Waivers may be signed on an individual trip basis or for multiple trips during a specified period of time up to but not exceeding one year. Please see the policy wording below.

Section XVIII – Private Vehicles Used for University Business
The University encourages the use of a University Vehicle owned by the University for University business whenever possible.

A. Individuals using a University Personal Vehicle for University business are required to carry auto liability insurance with at least the minimum limits required by the state where the vehicle is registered and the insurance may not include any prohibition or restriction on the use of the vehicle for commercial, work or work-related purposes which would render the insurance invalid during the use for University purposes. The individual using the University Personal Vehicle must ensure a current vehicle registration and proof of insurance is in the vehicle during all travel for University business. In the case of a vehicle being rented and carrying a non-University related passenger, the Driver must utilize his or her personal insurance or purchase the insurance available from the rental car company at the individual’s own cost.

B. In an accident involving a University Personal Vehicle, the owner must use his/her individual automobile insurance coverage (or the rental car company’s insurance) as the primary insurance. The University’s excess liability coverage will apply when the Driver was a Qualified Driver on University business at the time of the loss, and the vehicle owner’s policy has been exhausted. The University will not reimburse an employee or other private owner, his/her insurer for any deductible or liability claim paid by their personal auto insurance policy.

C. Passengers
1. Individuals who are relevant to University business (e.g., contractors, employees of other public entities, University clients, participants in University programs, University volunteers, etc.) may be transported in a University Personal Vehicle.
2. Passengers who are not related to University business (e.g. family members, friends, etc.) may be transported in a University Personal Vehicle if the Driver has obtained a waiver from each non-University-related passenger (or their appropriate guardian if the passenger is a minor or dependent adult) and filed it with the Driver’s University Department prior to such transportation in the University Personal Vehicle. Each Department is responsible for reporting all waivers to the Risk Management Department. If a Driver anticipates transporting the same non-University related passenger on a regular basis, the Driver may submit a waiver covering multiple trips. Such a waiver must be resubmitted at least annually and the Driver must submit an estimate of the number of days each non-University passenger will be in the University Personal Vehicle.
3. The University is not, under any circumstance, responsible for injuries or damage to any passenger who is not related to University business. An employee who transports a passenger who is not related to University business in a University Personal Vehicle without obtaining and filing the required waiver for each such passenger is deemed to be outside the course and scope of employment in that action, the University will not be responsible for any resulting liability, and the employee may be subject to appropriate discipline up to and including termination.