Use of Vehicles for University Business

Authority to Operate University Vehicles: The authority to operate a vehicle owned or leased by the University (a “University vehicle”) shall be limited to the following individuals:

- Staff who have been officially assigned a University vehicle.
- Safety and Security personnel, Facilities Services personnel, and other employees who have been authorized to operate a University vehicle.
- Volunteers or students 21 years of age or older authorized to operate a University vehicle.

Motor Vehicle Reports: A Motor Vehicle Report shall be requested and obtained before an individual is authorized to operate a University vehicle. Reports for all individuals with driving privileges for University vehicles will be obtained annually. The University reserves the right to withdraw driving privileges for University vehicles at any time at the sole discretion of the University.

Personal Vehicles for University Business: A Motor Vehicle Report shall be requested and obtained before an individual is authorized to operate a personal vehicle for University business. Reports for all individuals permitted to operate a personal vehicle for University business will be obtained annually. The University reserves the right to withdraw driving privileges for a personal vehicle for University Business at any time at the sole discretion of the University. Drivers should note that your personal insurance is primary and Drury’s insurance is secondary when driving your personal vehicle for Drury business.

Online Driver Training: Drury’s insurance company is requiring online training (Large Passenger Van and The Defensive Driver) be completed BEFORE driving for University business. Please be sure to complete the Consent for Release of Driving Record below and return to Georgetta Young well before your business trip. Once the Consent is received, the online driver training will be set up, and you will receive an email from Vector Solutions. This email from Vector Solution will provide the link, user id, and temporary password to complete the online driver training. Online training takes approximately 30 minutes.

Please call Georgetta Young at 417-873-7389 with questions or problems.
Consent for Release of Driving Record

I hereby authorize Drury University to obtain copies of my driving record from time to time and agree to notify immediately the University of any license suspension, license revocation, accident, driving offense, or any other condition, event, or occurrence that might adversely affect my ability to drive a University vehicle or personal vehicle on university business.

Printed Name: ________________________________________________________________

Department/Student Group: ______________________________________________________

Student Group Advisor: _________________________________________________________

Driver’s License Number: _________________________________________________________

Date of Birth: __________________________________________________________________

State of License: ________________________________________________________________

License Expiration Date: _________________________________________________________

Email address: __________________________________________________________________

Drury ID Number: _______________________________________________________________

Signature: ______________________________________________________________________ Date: __________

Please return this completed form to Georgetta Young, Accounts Payable Coordinator, Burnham Hall, Room 100. Please remember that online driver training will need to be completed after this consent is submitted but BEFORE you drive for University business.