The purpose of this policy is to promote practices that will help to assure the safety and protection of students, faculty, staff and others using university vehicles.

Contact Numbers

Risk Management
414.288.6808

Department of Public Safety
414 288.6800
To be eligible to drive a university vehicle, a driver must have a valid permanent Wisconsin (or other US state jurisdiction driver's license), must be at least 18 years old and must have held his/her license for at least one year. Marquette University has instituted a motor vehicle record review and on-line training program that all drivers must successfully complete to be authorized. The Qualification Process involves the following steps:

1. Provide Copy of Driver's License to Department Contact
2. Complete Driver Authorization/Fair Credit Reporting Act Disclosure Form
3. Read and understand Marquette's University Vehicles and Driver Training Policy at alertdriving.com
4. Successfully complete Marquette's On-line Training Program
5. Forward training certificates of completion to Department contact person (either hard copy or electronic copy)
6. Right click on cert and Save Picture As bmp file to your computer
7. Successfully complete Marquette's Motor Vehicle Record Review Process

**Accident Reporting Procedures**

**What to do if you have been involved in an accident?**

**REMAIN CALM AND COURTEOUS**

1. For incidents involving minor physical damage and/or no disabling injuries, move the vehicles involved so that traffic is not obstructed. Place warning signals promptly and properly. Take precautions to protect the scene from further accidents.
2. For incidents involving disabling injuries, leave the vehicles in place so responding officers can investigate. Place warning signs promptly and properly. Take precautions to protect the scene from further accidents.
3. If possible, photograph the accident scene.
4. Do not leave the scene of the accident.
5. Notify the police (required for all accidents)—summon emergency assistance if necessary.
6. Do not make comments about assuming responsibility.
7. Do not discuss the scope of your insurance coverage.
8. Ask other drivers involved to complete the Exchange of Information forms and return them to you.
9. Ask any witnesses to the accident to complete Witness Cards and return them to you.

**Driver Responsibilities**

Drivers of university vehicles have specific responsibilities that are stated in the University's UPP 1-26: University Vehicles and Driver Training Policy. All drivers are required to read and understand this policy before operating a university vehicle. Key driver responsibilities include:

- Successfully completing the University's Motor Vehicle Record Review Process
- Successfully completing the University's On-line Driver Training Program
- Obeying all federal, state and local laws governing the operation of motor vehicles
- Notifying Department Contact for guidance in the event of unsafe weather conditions (notify Public Safety if Department Contact can't be reached)
- Notifying Public Safety within 48 hours of any citations, violations or accidents.
- Notifying Public Safety before leaving the scene of an accident if a university vehicle is involved in an accident where personal injury results
- Paying all fines and penalties resulting from violations that occur while the driver is operating a university vehicle
- Wearing a seat belt at all times and informing all passengers of MU’s mandatory seat belt policy
- Operating university vehicles in a safe and attentive manner
- Notifying Department contact person if there is a change in legal driving status or any change in motor vehicle record