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**FAQ’s for Authorized Driver Policy**

1. **Question:** Who is required to register as an Authorized Driver?

**Answer:** Any person, including students, who drives for an NAU business purpose is required to register and meet driver eligibility requirements. This person is called an Authorized Driver. This requirement extends to operation of NAU vehicles, personal vehicles (if receiving reimbursement for operational cost), rental vehicles, golf carts or any other means of motorized transportation used for NAU business.

1. **Question:** What are the driver eligibility requirements?

**Answer:** Drivers of regular vehicles (sedans, pickups, golf carts) must be at least 18 years old, and have a minimum of two years driving experience. Drivers of High Occupancy Vehicles (HOVs) must be at least 19 years old and have a minimum of three years of driving experience. An HOV is defined as a passenger or cargo van that is designed, modified, or could otherwise be configured for a seating capacity of 9-15 persons, including the driver. All drivers must have an Acceptable Driving Record.

1. **Question:** How do I register as an Authorized Driver?

**Answer:** There two basic requirements to become an authorized driver at NAU. The driver will have to first register their Drivers’ License and take the Defensive driving quiz. If you are and FTE at NAU you can click on the [FTE Driver’s License Registration](https://hr.peoplesoft.nau.edu/psp/ph92pr/EMPLOYEE/HRMS/c/N__SELFSERVICE_PAYROLL_PERS.N__SSHR_DRIVER_LIC.GBL) link. Then you will be asked to provide your name (first, last & middle), driver license number and licensing state. You will then have to take and pass the [Defensive Driving Training module](http://tinyurl.com/nau-defensive) with a score of 76% or higher. If you are a non-FTE such as a Graduate student, volunteer driver or student you can click on the [Graduate Students/Volunteer Drivers/ Student Driver’s license registration](https://www7.nau.edu/facsrv/veh_request/Student-NonAffliated_Driver_License_Registration.htm) to register your driver’s license. You will then click on the [Defensive Driving Training module](http://tinyurl.com/nau-defensive) to complete the process.

1. **Question:** What is an Acceptable Driving Record?

**Answer:** State regulations require NAU to review each driver's motor vehicle record for moving violations during the most recent 39 months. Points are accrued on a driver license for each violation and the total points accrued within the 39 month monitoring period result in the driver's record being classified as Acceptable, Conditional, or High Risk. The point system is as follows: Acceptable: 5 or fewer points; Conditional: 6 to 7 points; High Risk: 8 or more points. For information on how points are accrued, please see: <http://www.azdot.gov/mvd/driver/driverimprovement.asp>

1. **Question:** What does it mean to have a Conditional Driving Record?

**Answer:** A Conditional Driving Record means that there are multiple moving violations on the driver's record, but the total number of points accrued is less than the High Risk level. Conditional Drivers are required to complete (or repeat) defensive driving training and their motor vehicle record is reviewed every six months until their Conditional status has become Acceptable. Additionally, drivers with Conditional Driving Records must obtain written authorization from their Departmental Leadership to drive on NAU business.

1. **Question:** What does High Risk mean?

**Answer:** High Risk means that the number of moving violations accrued during a 39 month period exceed 7 points. An individual with a High Risk driving record will be suspended from driving on University business. However, if Departmental leadership feels the Authorized Driver should be allowed to drive on University business, then Departmental leadership shall immediately contact the Director of Operations at Capital Assets and Services to discuss the reason(s) in which the Authorized Driver should be allowed to drive, as well as the limitations and the duration of the authorization to drive. Final determinations in allowing a “High Risk” driver to continue as an Authorized Driver will be made in consultation with Human Resources, Legal Council and the applicable Vice President. If it is determined that the “High Risk” driver can continue as an Authorized Driver, then Departmental leadership will be notified in writing of the limitations and duration of the authorization to drive.

1. **Question:** I very rarely drive on NAU business. Must I still register as an Authorized Driver?

### Answer: There is no minimum threshold of driving frequency that exempts a driver from the registration and approval process. If you operate a state vehicle, you must register as an Authorized Driver, regardless of often you drive. If you seek vehicle expense reimbursement for the use of your personal vehicle, you must register as an Authorized Driver. Additionally, you must have prior written approval from your Departmental leadership to drive your personal vehicle on NAU business and you must provide a current copy of your insurance card to your Departmental leadership upon request. Your insurance must meet the statutory requirements for liability, which are $15,000 (per person)/$30,000 (per accident). If you do not seek vehicle expense reimbursement for the use of your personal vehicle, then you do not have to register as an Authorized Driver. However, in the event you are involved in an accident while operating your personal vehicle on NAU business, and you are not registered as an Authorized Driver, the state will not supplement your personal vehicle insurance. While driving a personal vehicle on NAU business, the driver’s insurance is primary for all claims. If the dollar amount of the liability for an accident while driving on NAU business exceeds an Authorized Driver’s personal insurance limits, the excess financial liability shifts to NAU through state insurance coverage. A person who is driving their personal vehicle on NAU business, but is not an Authorized Driver has no excess coverage from NAU.

1. **Question:** My driver's license is from another state. Can I drive NAU vehicles?

**Answer:** Per Arizona law (ARS 28-2001.1b), individuals who work in Arizona and have a need to drive are required to obtain an Arizona Driver's License. There are exemptions to this requirement for full time non-resident students, as well as military personnel and their spouses. However, the most recent 39 month driving record must be obtained and reviewed, even if the time period overlaps multiple states. You will also be required to fill out the Non-Arizona Driver’s License Request Form. This form can be accessed at the following link: [Arizona DL Registration Forms](http://nau.edu/uploadedFiles/Administrative/Finance_and_Administration/Facility_Services/Documents/Operations/Transportation/Non-Arizona%20DL%20Request%20Form01_31_2014.pdf) .

1. **Question:** I now have an Arizona Driver's License, but I just got it one year ago. Do I still need to get my motor vehicle record from my previous state?

**Answer:** Yes. All U.S. Licenses in the previous 39 months must be checked. Departments can request other state licensing records by accessing and filling out the Non-Arizona Driver’s License Request Form. This form can be accessed at the following link: [Arizona DL Registration Forms](http://nau.edu/uploadedFiles/Administrative/Finance_and_Administration/Facility_Services/Documents/Operations/Transportation/Non-Arizona%20DL%20Request%20Form01_31_2014.pdf) . Once this form is filled out, it must be signed by the person whom the MVR is being requested and faxed directly to American Background at 1-866-390-1627. Once the MVR check is completed, the results will be sent directly to Capital Assets and Services ATTN: Director of Operations for review. If the results of the MVR are “acceptable,” then the requesting department will not be notified. However, if the results of the MVR come back either “conditional” or “high risk,” then the requesting department will be notified of the results in writing. The department submitting the MVR request is responsible for the costs.

1. **Question:** My driver's license is from a foreign country. How will my driving record be reviewed?

**Answer:** NAU has no mechanism to obtain driving records from foreign countries, so review of driving records for persons new to the U.S. are not done. However, per Arizona law (ARS 28-2001.1b), individuals who work in Arizona and have a need to drive are required to obtain an Arizona Driver's License. There are exemptions to this requirement for full time non-resident students, as well as military personnel and their spouses. However, the most recent 39 month driving record must be obtained and reviewed, even if the time period overlaps multiple states.

1. **Question:** I do not remember my previous driver's license number from another state. What can I do?

**Answer:** The local Department of Motor Vehicles may be able to obtain the previous number.

### Question: I drive my personal vehicle for NAU business. What do I have to do?

### Answer: If you seek vehicle expense reimbursement for the use of your personal vehicle, you must register as an Authorized Driver. Additionally, you must have prior written approval from your Departmental leadership to drive your personal vehicle on NAU business and you must provide a current copy of your insurance card to your Departmental leadership upon request. Your insurance must meet the statutory requirements for liability, which are $15,000 (per person)/$30,000 (per accident). If you do not seek vehicle expense reimbursement for the use of your personal vehicle, then you do not have to register as an Authorized Driver. However, in the event you are involved in an accident while operating your personal vehicle on NAU business, and you are not registered as an Authorized Driver, the state will not supplement your personal vehicle insurance. While driving a personal vehicle on NAU business, the driver’s insurance is primary for all claims. If the dollar amount of the liability for an accident while driving on NAU business exceeds an Authorized Driver’s personal insurance limits, the excess financial liability shifts to NAU through state insurance coverage. A person who is driving their personal vehicle on NAU business, but is not an Authorized Driver has no excess coverage from NAU.

1. **Question:** Why do I have to provide my personal insurance information if I am driving my own car on NAU business?

**Answer:** While driving a personal vehicle on NAU business, the driver's insurance is primary for all claims. If the dollar amount of the liability for an accident while driving on NAU business exceeds an Authorized Driver’s personal insurance limits, the excess financial liability shifts to NAU through state insurance coverage. **A person who is driving their personal vehicle on NAU business, but is not an Authorized Driver has no excess coverage from NAU.** Because of this exposure, NAU requires that drivers of personal vehicles carry the statutorily-required minimum liability insurance.

1. **Question:** While driving on NAU business, my personal vehicle was damaged. Does NAU insurance cover my loss? How about my deductible?

**Answer:** No. There is no NAU or state insurance coverage for damage to personal vehicles used on NAU business. Drivers are responsible for determining their own insurance needs for potential damage to their vehicle or other personal property. Any deductible or other expense associated with a claim against a personal insurance policy is the driver's responsibility, and is not paid by NAU.

1. **Question:** I had personal items stolen from or damaged in an accident while on NAU business. Does NAU insurance cover my loss?

**Answer:** No. There is no NAU or state insurance coverage for loss or damage to personal property. If an individual incurring a loss believes that their loss or damage resulted from NAU negligence, then the individual may make a liability claim against NAU, in accordance with applicable Arizona statutes for claims against public entities (A.R.S. §12-821.01).

1. **Question:** The only time I drive for NAU business is across campus for a meeting or to run errands for my office. I use my personal vehicle for these purposes. Do I need to register as an authorized driver?

### Answer: There is no minimum threshold of driving frequency that exempts a driver from the registration and approval process. If you seek vehicle expense reimbursement for the use of your personal vehicle, you must register as an Authorized Driver. Additionally, you must have prior written approval from your Departmental leadership to drive your personal vehicle on NAU business and you must provide a current copy of your insurance card to your Departmental leadership upon request. Your insurance must meet the statutory requirements for liability, which are $15,000 (per person)/$30,000 (per accident). If you do not seek vehicle expense reimbursement for the use of your personal vehicle, then you do not have to register as an Authorized Driver. However, in the event you are involved in an accident while operating your personal vehicle on NAU business, and you are not registered as an Authorized Driver, the state will not supplement your personal vehicle insurance. While driving a personal vehicle on NAU business, the driver’s insurance is primary for all claims. If the dollar amount of the liability for an accident while driving on NAU business exceeds an Authorized Driver’s personal insurance limits, the excess financial liability shifts to NAU through state insurance coverage. A person who is driving on NAU business, but is not an Authorized Driver has no excess coverage from NAU.

1. **Question:** How long does the on-line Defensive Driving Training take?

**Answer:** The training can take up to an hour and a half.

1. **Question:** What score is required to pass the Defensive Driving Training?

**Answer:** In order to pass you have to have at least a 76%.