

### **Who can drive a State Vehicle, including NAU's Motor Pool?**

Only an employee of the State or a Registered Volunteer is authorized to drive NAU vehicles. These individuals need to complete the Defensive Driving Course, register their driver's license in Peoplesoft and complete training for specialty vehicles as required (e.g. van training).

The Arizona Department of Administration Risk Management Division (ADOA RMD) administers NAU's insurance. Employees and Registered Volunteers are only covered while driving in the course and scope of employment or authorized volunteer activities. The driving has to be for authorized business purposes and not for personal business.

NAU students can drive if employed by the University or if registered as a volunteer. Students cannot drive as a Registered Volunteer for a class they are enrolled in or for a field trip for which they would receive class credit. In other words, no registering as a volunteer for a course for which you receive a benefit or credit. A Registered Volunteer, by definition, does not receive a benefit for volunteering.

Examples of when an employee or Registered Volunteer can drive a State Vehicle:

- Driving to attend a conference out of town
- Driving their class, as a faculty member, on a field trip
- Driving for NAU purposes, e.g. running business errands or picking up supplies for NAU
- Driving for authorized business purposes

Examples of when an employee or Registered Volunteer cannot drive a State vehicle:

- Driving to attend a non-work related activity
- Driving for personal convenience such as runs to a coffee shop for breaks or to lunch
- Driving as a Registered Volunteer on a field trip where the Registered Volunteer is enrolled in the class
- Driving family members or any person not essential to accomplishing the purpose for which the state vehicle is dispatched