



American University Vehicle Usage Guidelines

All drivers (including full-time and part-time staff and faculty, students, work-study students, and interns) must be authorized to drive university-owned or -leased motor vehicles. For more information regarding this process please visit:
<http://www.american.edu/finance/risk/driving.cfm>

Vehicle Usage

1. Always obey any applicable speed limits and other traffic rules, and laws while operating a university vehicle.
2. Always wear your seatbelt while operating a university vehicle.
3. Any use of a university vehicle under the influence of drugs or alcohol is prohibited.
4. Avoid driving when you're tired. Be aware that some medications can cause drowsiness and make operating a vehicle very dangerous.
5. Cell phone usage of any kind while driving a university vehicle is prohibited.
6. Be aware of weather conditions while driving and decrease your speed, and increase your trailing distance behind other vehicles as necessary.
7. University vehicles are to be used for authorized business only.

Accident Procedures

In the event of an accident, the following procedures must be followed:

1. Notify the local police department by telephoning 911 and providing pertinent information concerning the accident. Do not leave the accident scene until the local police have responded.
2. Notify the University Police Department at 202-885-3636.
3. Obtain the names, addresses, and telephone numbers of all witnesses.
4. Complete the accident report form located in the motor vehicle glove box, or at: <http://www.american.edu/finance/risk/accidents.cfm>
5. Report the accident immediately to your supervisor.
6. Never admit liability while at the scene of the incident. Insurance adjusters, and in some cases the courts, will determine liability after an investigation of the facts in accordance with applicable laws and regulations. Drivers should speak freely and accurately to law enforcement personnel and university insurance adjusters.

If a vehicle needs to be towed, any local towing company can be used. Vehicles are to be towed only to American University's physical plant garage located next to the Osborn Building.

When the driver returns to the university, they must contact Risk Management immediately. Please contact Rashaan Evans at 202-885-6813, or revans@american.edu.

Breakdowns and Emergencies

In case of a breakdown, please contact University Police at 202-885-3636. Once you are able to make arrangements with University Police, notify your supervisor immediately.

Failure to comply with any of the above listed procedures may result in loss or suspension of university driving privileges.