STUDENT DRIVERS AUTOMOBILE GUIDELINES

This document aims to provide guidance on GW’s policies on the use and operation of University vehicles by students.

GENERAL GUIDELINES

A University vehicle is any vehicle that is owned, rented or leased by the University or by a University group to be used for University business. All University travel must be registered and approved by the appropriate department.

University Vehicle Use

- No student group is authorized to drive any University vehicle over 300 miles one way on any University business. Where a trip is over 300 miles one way in distance, a commercial transportation vendor must be used. Drivers are limited to traveling 300 miles per day. When the trip is more than 300 miles round trip, it must be completed over two days or two drivers must be used. If one driver is used during the trip that is more than 300 miles round trip, that driver must wait 24 hours from the completion of the previous day’s driving before driving again.
- Seat belt use is mandatory for the driver and each passenger at all times. The driver must ensure that the number of passengers does not exceed the number of seat belts in the vehicle.
- Any vehicle used or operated by a student for University related business must be designed for carrying no more than twelve persons, including the driver.
- University vehicles must only be used for University related business.

Authorized Drivers

ONLY AUTHORIZED DRIVERS WILL BE ALLOWED TO DRIVE UNIVERSITY VEHICLES.
In order to be approved, the prospective student driver must complete the Driver’s Authorization Application and must meet the following criteria:

- For GW owned, rented, or leased vehicles, be the minimum age of 21 yrs.
- Have a valid U.S License for a minimum of one year
- Pass a Department of Motor Vehicle Check

Students will **NOT** be approved if they:

- Have a DWI/DUI on their record.
- Have been found guilty of leaving the scene of an accident
- Have been found guilty of Reckless Driving
- Have accumulated 1/2 the points in their State of licensing that would result in their license being suspended or revoked.

**Personal Vehicle Use**

GW will assume no responsibility for damage where a student-owned, leased, rented or borrowed automobile is used for University business, as a result of an accident or with respect to any loss as a result of wear, fire, the elements, or theft of automobile, its parts, accessories, or any personal property contained therein. In addition GW will not assume liability to any third party from any such use of these privately obtained student automobiles.

To be eligible for reimbursement for use of personal vehicles, a driver must:

- Have a valid U.S License for a minimum of one year
- Provide proof of personal automobile insurance
- Pass a DMV check
- Satisfy all other authorized driver requirements
- Register travel with GW Center for Student Engagement
ACCIDENT REPORTING

All incidents that occur during University related business must be reported immediately to the Center for Student Engagement. Such incidents include, but are not limited to: injuries, altercations, sexual assaults, hospitalizations, and accidents.

- All accidents involving University vehicles, including rentals, must be immediately reported to:
  i) GW’s Office of Risk Management and Insurance via the new Incident reporting [Webform](#)
  ii) The GW Police Department or the closest police department
  iii) Where applicable, the rental agency per their accident report instructions

UNIVERSITY RENTED VEHICLES

Before renting any vehicle on behalf of GW, kindly consult the “Motor Vehicle Safety Policy” (http://my.gwu.edu/files/policies/MotorVehicleSafetyFINAL.pdf). There, you will find general information and answers to frequently asked questions regarding who can drive on behalf of GW and the policy for student groups handling rental vehicles.

**Enterprise Holdings**

GW’s preferred Automobile Rental Company is **Enterprise Holdings**, parent company of Enterprise Rent-a-Car and National Car Rental. **Students are required to rent from Enterprise.** If however, there is an emergency or due to an exceptional circumstance they are unable to, the student must first seek approval from their advisor and the Center for Student Engagement.

When renting vehicles for University-related business, **all drivers must present the GW Corporate Discount number and notify the Center for Student Engagement.**
Enterprise Auto Rental Agreement
To reserve vehicles through GW’s Enterprise Auto Rental Agreement, student organizations must first have travel approved through the organization’s Student Activities Team advisor. Once travel is approved, the organization must submit a Vehicle Rental Request Form to the Center for Student Engagement to request the vehicle reservation. Once verified, organization will receive confirmation code from the Center for Student Engagement.

International Rentals
STUDENTS ARE NOT AUTHORIZED TO RENT VEHICLES FOR GW PURPOSES WHEN TRAVELLING INTERNATIONALLY.