

UW-GREEN BAY PERMITTED VEHICLE USE

Revised August 19, 2025

The following rules applied from [UW System Driver Authorization Policy](#)

All drivers required to have a driver authorization on file otherwise employees personal auto coverage will be primary

Driving time is permitted up to 8 hours per day with a minimum break every 4 hours on a standard vehicle rental

Vehicle Type	Use Description	Standards	Who Can Use	Coverage
University Owned	Only employees, agents, and students are allowed to ride in University owned vehicles.	Personal use of a University Fleet Vehicle is not allowed. Substantial or unreasonable personal use of a University vehicle while on UWGB business may result in a decision that a driver was operating outside of their scope of employment or agency.	Authorized driver. Passengers who are not employees or agents must have approval from the Risk Manager.	Accidents outside of the scope of employment means the state's insurance program could determine the accident was not covered by insurance. <i>Coverage Exception:</i> passengers who are not employees, agents or students allowed when transportation is necessary or convenient for individuals who are dealing directly with, or involved in, University business.
Commercial Motor Vehicle		Authorized Drivers must be in compliance with the current Commercial Driver's License Program Wisconsin Commercial Driver's License Risk Management	Authorized driver.	
Group Transportation (Bus)	A Field Trip or other Off-Campus Trip may require use of ground transportation and creates a "duty of care" to participants. Faculty or administrative sponsor are required to supervise and be responsible for ensuring the participants are safely transported, properly supervised during the event and returned to the point of departure. Reservations: Use either Coach Bus Rental or School Bus Rental .	Transportation should begin and end on campus. Transportation not provided by the University requires participants to convene at a site off campus.	Authorized driver. Bus transportation must be requested via approved purchasing contracts with these providers:	Most participants are students or other adults, which does mitigate some liability for the University, but does not insulate the University from all claims of damage or injury. <i>Transportation not provided by the University:</i> Individual participants will be personally liable for transportation to/from/during events when the University does not provide for transportation. In these instances, faculty or staff should not be involved in planning or supervising the travel arrangements of individuals.
Passenger Van	Along with a driver authorization, passenger van certification training is required for any individual requesting to drive a State or University 12/15 passenger van, and must be completed every 3 years. Reservations: Use of a contracted rental vehicle supplier is required. Use UWGB Big Ten Alliance contract with either Enterprise or National Car Rental. Reservations may be accessed using the Travel Wise login .	▪ Cargo Carriers and Towing not allowed ▪ Driver must take a 15-30 minute break every 2 hours ▪ Rental requires individual to demonstrate proof of van training certification ▪ Copy of training certification must be on file with Risk in order to be covered under State liability coverage. ▪ Driver must take a 15-30 minute break every 2 hours Training: Contact Compliance Specialist at maines@uwgb.edu to schedule certification at Fox Valley Technical College in Appleton. Cost is \$200 per person that will be charged to your department.	Authorized Driver and ▪ Must be 25-years of age or older ▪ Completion of van-training program recorded with Risk Management ▪ Abstinence from use of drugs or alcohol	A Damage Waiver and Additional Collision and Liability insurance must be purchased from an authorized vendor prior to rental.
Trailer & Towing	Not recommended unless necessary for University business. Use of a contracted rental vehicle supplier is required; employees may utilize Facilities for this service as needed.	Training: training in trailering and towing required.	Authorized Driver and trained in trailering and towing.	A Damage Waiver and Additional Collision and Liability insurance must be purchased prior to renting from an authorized vendor.

Vehicle Type	Use Description	Standards	Who Can Use	Coverage
Personal Vehicle	Allowed when the use is the most cost-effective means of transportation. Approving authority must consider other options, i.e. rental, business car share. Personal use of a University Fleet Vehicle or Rental car is not allowed. Commuter miles are considered personal use. Must always travel the most direct route. MapQuest and Google are the official tools used for determining the most direct route. Any deviation must be explained on the expense report.	- User must have a valid driver's license - Driver authorization on file with the US System - Be in compliance with any restrictions associated with their driver's license - Confirm with personal insurance carrier that business use is covered under employee's personal auto insurance plan prior to using personal vehicle for University business - Consult with budget authority to confirm and authorize use of personal vehicle for University business and whether user will be eligible for the IRS rate or the "turn down rate" for mileage reimbursement. Limits may be placed on the overall trip expenses to be reimbursed. - Vehicle must be in good mechanical condition (brakes, signal lights, lights) Mileage Reimbursement: User does not receive gas, insurance, service, maintenance, or depreciation reimbursement, only the mileage. For additional information on personal vehicle use and mileage reimbursement, see UW System Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation. For current IRS rates and questions see Controller's webpage for Mileage Reimbursement Rate.	Authorized Driver. No restrictions for passengers. Only the driver is eligible to claim the mileage reimbursement, not the passenger.	Not allowed for use in transporting students for group student travel. The State will only provide excess liability coverage to drivers if using their personal vehicle on University business. User's personal auto liability insurance will provide the primary insurance coverage for any loss and be primary to the State's coverage, and must have limits of at least \$100,000 per person \$300,000 per occurrence \$50,000 property coverage
Rental Vehicle	Allowed when the use is the most cost-effective means of transportation. Vehicle size must be compact, standard or intermediate class unless business use needs require a larger class. Reimbursement for larger class vehicle use must be explained on the expense report. Reservations: Use of a contracted rental vehicle supplier is required. Use UWGB Big Ten Alliance contract with either Enterprise or National Car Renta using the Travel Wise login. This enables the contract booking ID to be automatically applied under contract. Use of Non-Contracted Vendor: Drivers must obtain pre-approval from UWGB Travel or Purchasing prior to initiating a rental from a non-contract agency or follow rules on Permitted Vehicle Use - Rental Vehicles page. Central Receiving Truck: a delivery vehicle is available for rent from Central Receiving. See Stores & Surplus Receiving Truck for details. U-Haul Rental: Quotes over \$5,000 require two other rental company quotes per UW procurement rules for expenditures over \$5,000 prior to finalizing reservations.	Use University Purchasing Cards approved for travel. Tax Exemption: Provide UW System identification and UW System's tax exempt wallet card to receive tax exemption. Reimbursement: Rental agreement, receipt, and fuel receipts required for reimbursement. Rental reimbursement is limited to amount directly related to UWGB business. If traveler opts for a weekly rate because total cost is less than the daily rate for the same number of business days, the weekly rate amount will be reimbursed. If rental is extended for personal reasons, the weekly rate is pro-rated and only the amount directly related to UWGB business is reimbursed. Otherwise, personal use of a rental car is not allowed. Refueling: Drivers responsible for refueling prior to return. UW System does not reimburse vendor refueling or prepay fuel packages at pickup. Receipts for gas are required to support reimbursement claims. For additional information on rental car use and reimbursement, see UW System Use of Personal Vehicles, Rental Cars and Fleet for Business Transportation.	Authorized Drivers 18 and over. Authorized Drivers 18-20 are restricted to domestic rentals only. Passengers who are not employees or agents must have approval from the Risk Manager.	Collision (CDW) and liability (LDW) are covered under our Big Ten Alliance contract for U.S. originating rentals. Employee must verify the Contract ID number is referenced on the rental agreement. Other or extra types of insurances are not reimbursable and must be declined. If rental is outside the contracted carrier or the rental is not a standard vehicle, such as passenger van or U-Haul, a Damage Waiver and Additional Collision and Liability insurance must be purchased prior to renting from an authorized vendor. Other insurances are not reimbursable and must be declined. Student RSO organizations are required to purchase both the Collision and Liability coverage for all rental vehicles.

