

Youngstown State University
Environmental and Occupational Health and Safety

Vehicle Use and Insurance

YSU Travel Guidelines provide details concerning vehicle use. The guidelines can be found on the YSU website – Vice President for Finance and Administration (Office). Listed below is additional information regarding the MVR check and insurance coverage.

MVR Check

Individuals who drive university-owned, rented or leased vehicles are required to submit an MVR form to the Department of Environmental and Occupational Health and Safety. The Motor Vehicle Record check results determine driver insurability. All drivers must meet the insurability standards mutually set between the University and the insurance provider.

The MVR form can be found at the Environmental and Occupational Health and Safety website. Complete the form and forward it to EOHS – Cushwa Hall, Room 2046 or fax to X3798. Allow three days for processing.

Once the MVR form is received and processed, EOHS will register the driver for the appropriate training. The University-sponsored Web-Based Training provider will contact the driver via email. The driver will be given a username and password that will allow them to enter the training site and complete the required course/s.

Drivers will be required to complete the Traffic Safety course. If the vehicle is a passenger van which seats eight or more the driver will be required to complete – Traffic Safety and Large Passenger Van.

Insurance Coverage - To ensure coverage follow the related procedures.

University-Owned or Long-Term Leased Vehicles - Contact the Department of Environmental and Occupational Health and Safety (x3700) whenever a vehicle is purchased or leased on a long-term basis. You will be asked to provide the following information: year, make, and model of the vehicle; date of acquisition; amount paid or value of vehicle; vehicle identification number (VIN); license number; and if leased, the leasing agent. The department should also notify EOHS whenever a vehicle is transferred to another department, sold or returned to the leasing agent.

Short-Term Rentals - Contact the Procurement Department (x2514) to arrange for business related short-term vehicle rentals when departing from the campus area.

An employee renting a vehicle for business travel not arranged through the Procurement Department, i.e., at an airport, should rent the vehicle in his/her name as well as Youngstown State University, The university's insurance coverage is primary and the employee's coverage is secondary. Rental insurance need not be purchased.

Personal Vehicles Used for University Business - The vehicle owner's insurance coverage is the primary coverage for auto physical damage and liability. The University's coverage is secondary for liability coverage.

International Short-Term Vehicle Use - If a vehicle is rented on a short-term basis from a rental agency in a foreign country, the vehicle should be rented in the name of the University. If a driver's name is required on the rental form, it should be entered as "Youngstown State University/ (driver's name)." Rental insurance should be purchased.