

## Driving Vehicles on University Business FAQ

**Q Why doesn't Pacific insurance cover my vehicle while driving on official university business?**

**A:** *California law requires you to carry evidence of financial responsibility (insurance) your vehicle at all times.*

**Q If I'm in an accident while using my privately owned vehicle on official university business, will the University reimburse my comprehensive or collision deductible?**

**A:** *No.*

**Q How long does it take to become a cleared/authorized driver?**

**A:** *Please allow 10 business days for processing. You must receive a clearance notification email from Risk Management prior to driving on official University business.*

**Q Do I need a driving experience to drive a cart?**

**A:** *Yes, please see [Cart Training at the University of the Pacific](#).*

**Q I don't drive carts very often. Do I still need to go through the "cleared/authorized driver" process?**

**A:** *Yes, you will need complete the [Driver Clearance at the University of the Pacific](#) to become a cleared/authorized driver **and** complete the [Cart Training at the University of the Pacific](#).*

**Q I am a student and need to drive to a location off campus to complete fieldwork for my class. Is this considered official university business?**

**A:** *No.*

**Q May I rent a vehicle/zip car in lieu of driving my own vehicle on official university business?**

**A:** *Yes, but you must obtain approval from your department manager.*

**Q May I rent vehicles for students to drive?**

**A:** *No, please see the [definition of Student in the Driving Vehicles on University Business Policy](#).*

**Q May I rent vehicles for prospective employees traveling to our three campuses for interviews?**

**A:** *Yes.*

**Q May I rent vehicles for university volunteers to drive?**

**A:** *Yes, all forms must be on file per Pacific's [Volunteer Policy](#). See [definition of Volunteer on the Driving Vehicles on University Business Policy](#).*

**Q How do I rent a vehicle? Who do I contact?**

**A:** *Contact [Pacific's Procurement Services](#).*

**Q I am an international employee (student/faculty/staff) and have 3 years of driving experience, but recently have received my valid US driver's license. Can I be a cleared/authorized driver?**

**A:** *If you are unable to obtain a copy of your driving record from the issuing country, the university cannot clear/authorize you to drive on official university business. (You may be able to obtain this online).*

**Q I am going on an International trip for official university business and need to drive, am I covered under Pacific's insurance?**

**A:** *No. You must purchase your own auto insurance. ([See Insurance Coverage under Driving Vehicles on University Business Policy](#))*