



Hour and Mileage Limitation Policy

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01. Policy Statement

In order for the University to assure that the safety of its passengers is of uppermost importance, the “Hours/Mileage Limitation Policy” offers a reasonable guideline for the number of hours and miles you may drive under any given circumstance. To facilitate safe operation of its vehicles, the University **requires** that authorized drivers strictly adhere to the following hours and mileage limitation rules.

Any driver who violates the University’s hours or mileage limitation rules will be appropriately sanctioned, including withdrawal of driving privileges. Questions regarding the hours or mileage limitation driving rules should be directed to the Director of Transportation.

02. Who Needs to Know This Policy

All authorized drivers of the University must know this policy and strictly adhere to the hour and mileage limitations.

03. The 400 Mile Rule

No more than 400 miles may be driven in any one day (twenty-four hour period) regardless of the number of authorized drivers that share the driving responsibilities.

04. The 600 Mile Rule for Occasional Drivers Only

No more than 600 miles may be driven in any one-day (twenty-four hour period) regardless of the number of authorized drivers that share the driving responsibilities. Additionally, no driver may drive more than three hours at a time without taking a 30-minute rest break from driving. After a 30-minute rest break, a driver may resume driving responsibilities not in excess of the other limitations described in this Policy. If a second driver has been preapproved by the Director of Transportation, that driver may begin driving immediately following the shift of the precedim

