



July 11, 2008

Dear Colleagues:

For some time the Minnesota Department of Administration's Risk Management Division has been working with state agencies to develop new driving standards for employees and students who drive state vehicles (or personal vehicles while on state business) for the purpose of improving safety and providing maximum insurance coverage at an affordable cost. MnSCU has been an active participant in those discussions and circulated draft policy changes for comment to university administrators, leaders of collective bargaining units, and the student associations.

As a result of this process, we recently received notification from MnSCU that the following changes are being implemented consistent with the timetable noted herein:

- Drivers of state vehicles or private vehicles used for state business must sign a Vehicle Use Agreement (VUA).
Timeline for completion of agreement: Summer/Fall 2008 – Student Drivers; January 1, 2009 – Classified Employees; July 1, 2009 – Faculty and Administration.
- The Department of Administration, Risk Management Division will conduct an annual Motor Vehicles Record (MVR) check to verify eligible drivers for state and personal vehicles on state business.
- No one under the age of 21 may drive a state or personal vehicle out-of-state while on MnSCU business.
- Personal vehicles and/or large state vans may not be used to tow state trailers or equipment; only state mini-vans will be eligible for the hook-up of passenger fleet 8' trailers at Minnesota State Mankato. A Trailer Towing Training program is in process, guidelines and timelines will be announced when finalized.
- Users of the University's 12-passenger vans are now required to view a training video. A High Occupancy Vehicle (HOV) Training program is in process, guidelines and timelines will be announced when finalized.

We will be discussing these changes in upcoming Meet & Confer meetings, and I have also asked our Vehicle Operations Office to provide specific information to our faculty and staff as we work together to implement these changes. Safety of our employees and students while operating or riding in vehicles on University business is a prime concern to all. I appreciate your cooperation as we begin to implement these changes.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard Davenport", written over a white background.

Richard Davenport
President