

Transportation Policies Related to Off-Campus Road Travel

Bass Connections teams interested in taking field trips or participating in off-campus experiential learning should consult the following transportation policies.

Students and faculty are not covered by the University's auto liability insurance while operating their own vehicles. Duke University offers insurance coverage on university owned or leased vehicles, and the university recommends that such vehicles be used for all business-related travel. For more details on insurance information: <http://finance.duke.edu/insurance/vehicle/index.php>.

Another cost-effective, low-hassle option is to rent a vehicle through Enterprise using Duke's plan, which includes insurance and liability coverage. For information about booking with Enterprise under Duke's plan, please contact your Theme Administrator. Teams should also consider using the [Lyft Rides program for local trips](#).

In order to be eligible for use of university owned or leased cars, drivers must meet the following requirements:

- ✓ **Drivers for students must have a U.S. License**
- ✓ **Drivers need a DMV check and approval (N.C. takes 48 hours, other states may be longer)**
 - Send an email to BGCC@duke.edu and request a DMV check (verifies it is an official Duke request)
 - Call 919-684-3664 and give the Driver's License number and contact information over the phone or leave it on this secure voicemail (Lorraine Maynard)
 - Receive approval and complete the training below
- ✓ **Drivers must read: Vehicle Safety policy**
http://www.safety.duke.edu/sites/default/files/II_6VehicleSafety.pdf
- ✓ **Drivers must complete: Vehicle safety training (once every 3 years) (online)**
<https://vmw-oesoapps.duhs.duke.edu/onlinetraining/Vs100W/>
- ✓ **Drivers must complete Defensive driving course (one-time) (online)**
To access this course, please complete the [registration form](#). To register, you will need your name, Duke ID, email and a cost center to bill the \$30 training charge against as well as contact information for the person who can authorize the charge. Once registered, please access the training via the Duke Learning Management System: <https://vmw-oesoapps.duhs.duke.edu/OnlineTraining/ddcourse.asp>.

IF YOU HAVE GENERAL QUESTIONS ABOUT THE NSC DEFENSIVE DRIVING COURSE OR VEHICLE SAFETY POLICY TRAINING, please contact the Occupational Hygiene & Safety Division at 919-684-5996 or by email at: ohs.oeso@dm.duke.edu.