

Student Recruitment Guidelines

1. Basic Guidelines:
 - a. *Only the STUDENT, STUDENT PARENT'S and the COACH(ES) are allowed to ride in a state vehicle. Other relatives ARE NOT allowed as passengers in state vehicles because they do not fit the "business purpose" requirement and therefore are not covered under the state insurance program. . Students arriving with other family members may opt to rent their own vehicle for travel purposes. [For reimbursement information refer to: VCSU Policy V513.](#)*
 - b. *State vehicles should be used solely for the purpose of driving to/from college (from the airport), and touring campus; it is not to be used to drive student around the town or to/from local restaurants, or to/from off-campus locations, etc.*
 - c. *These same transportation services are available to certain identified other students, who are being recruited for their "special talents".*
2. In the event of an accident, who would cover the damages on the coaches' personal vehicle if the insurance decides not to pay because the vehicle is being used for business purposes and the vehicle is not insured for that?
 - a. *This scenario likely would not be considered a business purpose, rather it would be considered personal. The Risk Management office can and in the past has communicated such information to insurance agents.*
3. What are the guidelines for leased/courtesy vehicles?
 - a. *Some campuses utilize courtesy vehicles through dealerships (i.e. NDSU, UND). The rules for coverage of these vehicles are the same as for state fleet vehicles. If a courtesy vehicle is issued to an employee and that employee is authorized to use it for personal reasons, as well as business, then the employee must provide coverage for the personal usage. If there is a claim with a courtesy vehicle, it is reviewed closely and if Risk Management cannot determine with certainty that the damages were caused as a result of business use, then the claim cannot be paid – those expenses would be the responsibility of the agency or the employee.*
4. Do other NDUS entities follow these guidelines?
 - a. *The same coverage guidelines apply to ALL state agencies, boards and commissions. Coverage through the Risk Management Fund is by statute, so we, as employees do not have the authority to adjust or modify the requirements. Those requirements are the law and we implement them consistently.*
 - b. *Risk Management cannot guarantee that the guidelines for vehicle use are implemented consistently throughout the State agencies. RM provides everyone the same message, but they cannot attest to what the agencies and their employees do. RM can tell you that if incidents/claims are submitted, they do investigate to determine whether the guidelines/rules were followed. If not, it may be the agency's or the employee's personal expense.*

Related Documents

- a. [ND SBHE Policy 1910.2](#)
- b. [VCSU Policy V1910.02](#)
- c. VCSU Policy V512
- d. Valley City State University- State Fleet Operations Manual
- e. [North Dakota State Fleet Services Policy Manual](#)
- f. [Risk Management- Vehicle Liability](#)