**WKU Approved Driver List**

Prior to operating a WKU vehicle or leasing a vehicle for WKU business, an employee must be added to the WKU approved drivers list. To get added to this list, employees must complete an application and submit a copy of their driver’s license to their supervisor, who will forward to Risk Management. More details and information can be found at: <https://www.wku.edu/finadmin/insurance/approved_driver_application.php>and at <https://www.wku.edu/finadmin/insurance/>.

While operating any university vehicle, or personal vehicle for work purposes, employees must adhere to all laws and regulations related to traffic and parking. Failure to comply with these laws and regulations could endanger the safety of yourself and others and may require disciplinary action.

In the event a university vehicle is involved in an accident, please report it to your immediate supervisor promptly. A Vehicle Accident Report must be submitted to the appropriate university officials within 24 hours. The accident report form can found under the “Insurance (Property and

Vehicle)” tab at [https://www.wku.edu/finadmin](https://www.wku.edu/finadmin/forms/)