



Risk Management Department

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BEST PRACTICES: CARPOOLING

Carpooling in connection with Academic and Student Life programs can be an efficient means of transportation, but can create significant risks. It is important that members of the University community know these risks and act in a prudent manner with respect to this issue.

The use of a Chapman University Fleet van, when driven by a university-authorized driver, can provide a suitable alternative for group travel. Subject to availability, these vans can be rented from Public Safety for use in connection with official university business. Public Safety can also assist in qualifying individual drivers as a member of our Authorized Driver registry. Our insurer requires that only Authorized Drivers use our fleet vehicles. For more information on the use of University fleet vans, contact:

Sheryl Boyd, Assistant Director of Parking and Transportation Services
Department of Public Safety
Phone: (714) 997-6560
Email: sboyd@chapman.edu

When the use of a fleet van is not possible, University officials must be careful to not communicate with students or other passengers that carpooling is encouraged by the University. We must avoid any involvement in facilitating carpooling arrangements.

Students should be advised of the destination and their responsibility to arrange their own transportation. While we understand that some students may chose to ride with other students, they should make those arrangements on their own, outside of class. This is important, because the University does not certify individual student driving records, or the safety and maintenance on the vehicle, or insurance limits. By encouraging students to carpool, we create a possible liability exposure.

For more information, contact Allan F. Brooks, Director, Risk Management at 714-532-7794 or by email at abrooks@chapman.edu.