

Issued By: Office of the Chancellor

Coordinated By: Business Affairs

Effective: July 1, 2009

Revised: April 1, 2009

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Subject: Authorized Driver Program and Policy

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**I. PURPOSE**

The purpose of the policy is to develop procedures to ensure the safe operation of automobiles in the course of University business and also to comply with all applicable rules and regulations. The policy is applicable to all student workers, faculty, and staff at the University that drive for University business. The policy covers all automobile use owned, leased, rented, or otherwise used for the University. It also includes automobile use of an employee’s personal vehicle for University business. The Risk Management Officer has designated the University Police to monitor the program.

**II. GENERAL DRIVER SAFETY RULES**

- A. Always wear your seat belt
  
- B. Only University employees are authorized to drive in or ride in state owned or rented vehicles
  
- C. Any traffic violations incurred while on University business are the responsibility of the employee

**III. PROCEDURES TO BECOME AN AUTHORIZED DRIVER**

Any student worker or employee of the University must be authorized to operate an automobile on University business.

To become officially authorized to operate an automobile on University business the following steps must be completed:

1. Employee must complete an Authorization and Driver History Form to the University Police. A copy of this form is attached to this policy.
2. Upon receiving the completed authorization / driver history form, the University Police will run a Motor Vehicle Records check. The MVR will provide any convictions or guilty pleas related to boating associated with that driver.
3. The employee must complete the online Driver Safety Training. A copy of the driver safety course completion certificate must be submitted with the

Authorization / Driver History Form to the University Police. Upon completion of these three steps, the Director of University Police will review the driver history report to ensure that the driver is not a high risk driver. If the driver does not fall into the high risk category then that person will be an authorized driver and may operate automobiles for the University. A list of authorized drivers will be kept on file with the University Police and updated with any changes. The list shall be printed and certified by signature of the Director of University Police annually.

This Authorized Driver List will be accessible by Facility Services, Purchasing and Accounting and maintained by the University Police. This list shall be accessed by the appropriate department before a University vehicle may be utilized, a car may be rented, or mileage paid for reimbursement.

#### **IV. HIGH RISK DRIVERS**

Faculty, staff, and student workers identified as high risk drivers will not be allowed to operate an automobile on University business. The motor vehicle report (MVR) provided by the Department of Motor Vehicle (DMV) will be used to identify if drivers are high-risk drivers. The driver accident history will be reviewed prior to authorizing new drivers and an accident history will be reviewed for all drivers annually.

High risk drivers are those individuals having three or more convictions, guilty pleas, and/or no contender pleas for moving violations or individuals having a single conviction, guilty, plea, or no contender plea for operating a motor vehicle while intoxicated, careless operation, reckless operation, negligent homicide, or similar violation including any civil case for which negligence has been proven within the previous twelve month period.

Previously authorized drivers must report any change in their high risk status to the University Police within five business days of the change. A change in risk status would be being arrested, cited, and convicted, etc. of any of the above listed offenses. Failure to report a change in status may result in the driver's privileges being restricted.

The Chief of University Police will notify the Loss Prevention Coordinator, who will in turn, notify in writing any high-risk driver and their department head or supervisor concerning the findings indicated in the driver history record. Once a driver has been classified as a high risk driver, they will not be allowed to operate automobiles on University business for at least one year after the latest conviction, guilty plea, or no contender plea. If the driver does not report the violation to the Loss Prevention Coordinator then the period of one year will begin from the time the Loss Prevention Coordinator was made aware of the violation.

High risk drivers can reapply to the University Police after one year to be an authorized driver. The Chief of University Police will review a recent driver accident history report from the DMV. Additionally the high risk driver must take the driver safety course again.

**V. DRIVER SAFETY COURSE**

The Loss Prevention Coordinator offers the Driver Safety course online. The course must be taken within ninety days of initial employment or enrollment for new drivers. Authorized drivers are required to repeat the course once every three years. It is the responsibility of the drivers to schedule and complete the course. Authorized drivers whose training has expired shall be notified by email or in writing by the University Police.

A copy of the certificate of completion should be turned into the University Police upon completion of the course. If the course is not repeated within the required three year period the employee will no longer be allowed to operate automobiles until the course is retaken.

**VI. TICKETS OR CITATIONS**

Any ticket or citation received by an authorized driver, while on University business or not, must be reported within five business days of receipt. If previously authorized drivers do not report tickets or citations they may be subject to disciplinary action once the violation is discovered. All authorized employees who receive a conviction for a violation is required to retake the Driver Safety Course or other recognized course within 90 days of a conviction.

**VII. VEHICLE INSPECTIONS**

In order to ensure safety, all vehicles owned by the University shall be inspected monthly. The inspection shall be documented. The Office of Facility Services shall forward an annual summary of inspections to the Loss Prevention Coordinator. Additionally drivers should conduct a safety inspection prior to each use of the vehicle.

When renting a vehicle through Purchasing, the vehicle shall be inspected prior to taking delivery from the rental car company. A complete walk around should be conducted with the rental car company representative to ensure that LSUS is not charged for damages that occur prior to the rental agreement.

**VIII. ACCIDENT REPORTS**

If an accident occurs on campus, University Police shall be contacted immediately, regardless of the severity of the accident. If an accident occurs off campus, the local authorities shall be contacted immediately, regardless of the severity of the accident. Accidents investigation shall be conducted by the law enforcement officials from the jurisdiction in which the accident occurred.

All accidents, on campus or off campus, shall be reported to the University Police as soon as practicable but no later than 12 hours after the accident regardless of the location of the

accident. The University Police shall report the accident immediately to the Loss Prevention Coordinator and complete a DA2041 (ORM form). Disciplinary action may be considered for an accident where there was improper use of an automobile or failure to report the accident within the time guidelines established by this policy. Failure to report an accident in a university owned or rented vehicle will result in disciplinary action, up to and including the restriction of driving privileges.

**IX. PREVENTATIVE MAINTENANCE**

LSUS has developed a preventive maintenance procedure and a preventive maintenance schedule as a component of its Equipment Management Program for each vehicle owned and operated by the University. LSUS has chosen to follow the suggested manufacturer's preventive maintenance (PM) on its vehicles.

**X. RECORD KEEPING**

Documentation required to become an Authorized Driver (Authorization form, training documentation, and driver history report) shall be maintained by the University Police for five years. Inspections must be retained for three years. An annual report of the authorized drivers and summary of all inspections must be submitted to the Loss Prevention Coordinator, who shall retain the report for three years. All accidents and investigations into accidents shall be maintained by the Loss Prevention Coordinator for three years.

APPROVED

Michael T. Ferrell  
*Michael T. Ferrell, Vice Chancellor*  
*Business Affairs*

April 3, 2009  
*Date*

Vincent J. Marsala  
*Vincent J. Marsala, Chancellor*

April 3, 2009  
*Date*