

Louisiana State University

Office of Facility Services

Operating Instruction 4011

Revision: 2
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SUBJECT: DRIVER SAFETY PROGRAM

I. Procedures

- A. Facility Services shall comply with the guidelines for a driver safety program as outlined in the Loss Prevention Manual of the State Office of Risk Management. The University's Executive Director, Public Safety and Risk Management assumes the role of the State Office of Risk Management on the LSU campus. The following administrative procedures should be followed in carrying out this program.

II. Driver Record Checks

- A. Driver record checks are required to be made annually on staff and faculty drivers, *including student workers*, who drive state vehicles or personal vehicles on state business.
- B. In order for this to be accomplished, department heads must submit form [DA2054](#) (Authorization and Driving History Form) on an annual basis to the Property Management Office on drivers in their departments who are expected to drive on a routine basis.
- C. Property Management will then submit a listing of the drivers to the Office of Motor Vehicles to obtain driver history records for evaluation. Forms do not have to be supplied for students *or employees* who may *only* be asked to drive in *emergency or* non-recurring circumstances. *In these cases* the supervisor must assure that the driver possesses a valid driver's license for the type vehicle to be driven prior to authorizing the driving assignment.

- D. On new employees, the hiring supervisor must determine the new employee's driving status based on the job description and assure that the driving record is obtained, reviewed and attached prior to sending form DA2054 to Property Management. The state will provide the driver's driving history if the LSU supervisor submits a request with the following information on LSU letterhead to the **Office of Motor Vehicles, PO Box 64886, Baton Rouge, LA 70896:**

Full Name of Driver

Driver's License Number

Date of Birth

Social Security Number

- E. Upon reviewing the driving record and discovering that a driver is a "high risk driver," the Property Management Office or department head will immediately send the information to the Executive Director, Public Safety and Risk Management for a final determination on driving status.

A "high risk driver" who, under the State Office of Risk Management guidelines should be prohibited from driving on University business, is defined as:

- An individual who has three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations in a single year, or
- An individual who has a single conviction, guilty plea or nolo contendere plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation within a single year.

Note: Other situations may exist where individuals should not drive for safety reasons. Under such circumstances, driving privileges may be withheld by supervisors until the problem is resolved.

IV. Defensive Driver Training

- A. Defensive driving training must be provided to employees who will drive state vehicles on a regular, routine basis. The training is free of charge and is provided online through the State Office of Risk Management (ORM). Department heads are responsible for ensuring that training is completed by new drivers, and for ensuring that the training is repeated every 3 years.
- B. The defensive driving training may be scheduled as part of follow-up action when a driver has a preventable accident or when driving performance or history reveals a need for additional training.
- C. Records of this training must be kept by the departments. Training assistance can be obtained from the LSU Office of Environmental Health and Safety (EHS).

V. Accident Investigation

- A. Vehicle accidents must be reported and investigated in a timely manner using Form DA2041.