

The University of Louisiana at Monroe

Driver Safety Policy

Definitions

Accident: Any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.

Accident Report: ORM Form DA 2041 which is completed on an accident involving a state vehicle, a leased/rented vehicle, or a private vehicle being used on University business. It is critical that University employees and supervisors understand their roles in reporting accidents and accurately describe what occurred in a vehicular accident.

Agency Head: The President of the University of Louisiana at Monroe.

Authorization and Driving History Form: ORM Form DA2054 shows when an employee was authorized to drive, the type of vehicle the employee may use, whether they are authorized to use their private vehicle on University business, and information on the employee's driver's license. If an individual has had a Louisiana Driver's License less than twelve months prior to the date of application for University driving authorization, a twelve month driving history must be provided by the individual from the appropriate licensing authority.

Authorized Driver: An individual authorized by the University to drive a motor vehicle on state business.

CDL: Commercial Driver's License as defined by the Federal Department of Transportation.

Current Driver's License: A current license issued by the State authority authorizing the designated person to drive a vehicle.

High Risk Driver: Individuals having three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations or individuals having 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 twelve month period.

Operator Driver Record (ODR): Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing type of driving license, history of driver violations and accidents or a record which is maintained by other states containing type of driving license, history of driver violations and accidents.

State Vehicle: Any licensed vehicle owned, leased and/or rented by the State of Louisiana and any unlicensed motorized utility vehicle operated on University property. It also includes any privately owned vehicle used in the course and scope of employment.

Transportation Coordinator: The Transportation Coordinator is specifically designated by the University President to authorize individuals to operate a state vehicle and to administer the Driver Safety Program. The University of Louisiana at Monroe has designated the Environmental Health and Safety Officer to coordinate and administer the Driver Safety Program.

Program Goal

The University of Louisiana at Monroe is committed to a continuing, aggressive program of driver safety. Driver safety is intended to increase safety awareness among drivers of state vehicles, to minimize the State's exposure to liability and financial losses, and to develop accountability for safe driving.

Components of ULM's Driver Safety Program

The University of Louisiana at Monroe's Driver Safety Policy shall be issued to all employees and shall form the basis for the ULM Driver Safety Program. Only individuals who have completed the Driver Safety Program and who have been authorized by the University President or his designee shall operate vehicles on University business. Individuals shall operate only those vehicles for which they are licensed. The ULM Driver Safety Program applies to all drivers of licensed vehicles owned, leased and/or rented by the University, private vehicles used on University business, as well as unlicensed motorized utility vehicles operated on University property.

It is the University's responsibility to designate which individuals are authorized to drive vehicles on state business. The authorization process shall include:

1. A written request for authorization signed by the individual's supervisor and a written acknowledgment by the individual that they have read and understand the definition of a high risk driver.
2. A review of the individual's motor vehicle driving record and their respective class of license.
3. Attendance at a driver safety course taught by an instructor certified by the Office of Risk Management.

Only individuals possessing a current and appropriate class driver's license may be authorized by ULM to drive a motor vehicle on state business. New employees have three months after employment by the University to enroll in the Driver Safety Program. Individuals who request authorization to drive a state vehicle who are not University employees must have a current, valid driver's license. Individuals, who are not university employees or students, i.e. grant participants, that wish to enroll in the Driver Safety Program shall provide written documentation of their need to drive before enrolling.

Drivers may not be reimbursed for mileage in their private vehicle on University business unless they are an authorized driver. Employees who drive their personal vehicle on state business shall be required to maintain minimum liability insurance and to sign a statement to certify that they have met this requirement. They may be asked to provide proof of insurance.

The University will determine when driving privileges shall be taken away from an individual because of reckless operation of a vehicle, traffic violation, or failure to comply with requirements of the ULM Driver Safety Policy.

High risk drivers shall not be authorized to drive vehicles on University business. High risk drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having 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 the previous twelve (12) month period.

An individual who has been authorized to drive and subsequently becomes a high risk driver will immediately lose their driving privilege for twelve months from the date of the violation. If the driver fails to notify their supervisor of violations, the ineligibility period will be twelve months from the time the University is notified of the violation.

All drivers of state vehicles must attend an approved driver safety course within three months of entering the driver safety program and must attend a refresher course at least once every three years unless their class of license requires other training or testing. Authorized drivers who have violations on their motor vehicle records are required to retake an approved driving course within three months of receiving the violation.

State vehicles are to be used for University business only.

Responsibility for Safety

University:

The University of Louisiana at Monroe is responsible for implementation of a driver safety program and stresses the importance of the University's Driver Safety Program to all employees.

Transportation Coordinator:

1. The Transportation Coordinator is responsible for reviewing driver records and identifying individuals authorized to drive state vehicles.
2. The Transportation Coordinator is responsible for conducting annual reviews of all authorized drivers' Operator Driver Record (ODR) to determine whether they should continue to operate vehicles on University business and to verify that each driver has a valid and properly classed driver's license for the type vehicle they are authorized to drive.
3. The Transportation Coordinator plans, organizes, directs, and controls the driver safety program for the University as required by PPM-63:Title 34, Part XT.
4. The Transportation Coordinator ensures that policies and procedures are established, that training courses are conducted, that driving records are maintained, and that reports reflecting the impact of the program are provided to the appropriate officials.
5. The Transportation Coordinator will provide department heads a list of authorized drivers from their department on an annual basis for review.

University Department Heads:

1. University Department Heads shall be responsible for requesting authorization for individuals in their department to become an approved driver.
2. Department Heads shall make time available for each authorized individual to attend the driver safety training.
3. Department Heads shall ensure that all motor vehicle policies and procedures are followed.
4. Department Heads shall ensure that reports are submitted to the appropriate person on a timely basis.
5. Department Heads must authorize, in writing, the use of private vehicles on state business for individuals in their department.
6. Departments Heads and Supervisors must report accidents to the ULM Environmental Health and Safety Officer in writing.
7. Department Heads and Supervisors must report traffic violations to the ULM Transportation Coordinator in writing.

Employees and Other Individuals:

1. Individuals who are authorized to drive state vehicles are responsible for the safe operation of those vehicles and maintenance of all necessary records, especially those required by the CDL driver.
2. Individuals are responsible for having a valid driver's license for the class of vehicle they are operating.
3. Authorized drivers must complete the Daily Vehicle Log for any assigned vehicle driven on a regular basis. The DVL is kept in the vehicle and is turned in to Auto Services on the first work day of each month.
4. The Preventive Maintenance Form is completed and turned in by the driver of assigned vehicles on the first work day of each month.
5. The authorized driver certifies that as a condition of driving their private vehicle on state business, they have and will maintain at least the minimum liability coverage as required by LA R.S. 32:900 (B) (S).
6. Individuals are responsible for reporting unsafe conditions and for reporting any accident involving the state vehicle to their supervisor.

7. Authorized drivers are responsible for reporting any accident which occurs in any vehicle while the employee is on University business.
8. Authorized drivers must report to their supervisor a revocation of their driver's license or driving citations received immediately or within the next scheduled workday. The supervisor must report that information to the Transportation Coordinator in writing. Failure to report an accident, citation, or revocation may be cause for disciplinary action.

ULM Auto Services:

1. Auto Services is responsible for completing monthly Preventive Maintenance Forms on fleet vehicles and for completing other required reports.
2. Auto Services is responsible for the reservation of fleet vehicles by authorized drivers.

Accident Reporting

1. An accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal, which results in death, personal injury, or property damage, regardless of who was injured, what was damaged or to what extent, where it occurred or who was responsible.
2. All accidents shall be reported to the next level of supervision by the vehicle driver having the accident on the day of the accident. If the driver is not able to complete the accident report, the driver's supervisor will complete the report for them. The Louisiana State Driver's Accident Report Form (DA 2041) must be completed within 48 hours after an automobile accident in a state-owned vehicle and/or a rented/leased vehicle, or a privately owned vehicle being used on state business and returned to the ORM Claims Unit by the driver or the supervisor. A copy of the form is located in each University-owned vehicle. Copies may also be obtained from the ULM Transportation Coordinator or the ULM Safety Office. A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) should accompany the DA 2041 or should be sent to the Claims Unit as soon as it is received by the agency.
NOTE: CDL drivers must report directly to the Federal Department of Transportation in Dallas, Texas, if the accident involves a fatality.
3. Failure of a driver to report any accident may be cause for disciplinary action.
4. The supervisor of the individual having the accident shall review the accident report within two working days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and shall be returned by ORM for completion or corrected information. The supervisor may have to aid the individual in completing the report. If the employee is injured, the Incident/Accident Reporting Form (DA 2000) should be filled out and accompany the DA 2041.
5. In investigating complex accidents, the supervisor should request assistance from the ULM Environmental Health and Safety Officer or the state Office of Risk Management.
6. The supervisor of the individual having the accident will, after reviewing the accident report, make a determination of whether the accident was preventable. The supervisor must consider what corrective action(s) is necessary for accidents thought to be preventable. The corrective action(s) may include: temporary suspension of driving privileges, special training, physical examination, etc. This should be noted on the report. The supervisor will send a copy of the accident report, the police report, copies of any photographs, and all other pertinent documents to the Environmental Health and Safety Officer.
7. The ULM Environmental Health and Safety Officer will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report), the Authorization and Driving History Form (DA 2054) and if applicable, the Incident/Accident Reporting Form (DA2000). The need for corrective disciplinary action may be considered on each accident where there was improper use of a vehicle.

8. If an accident occurs on the University campus, the University Police Department shall make photographs of all property damage (vehicle, building or other structures, plants, fences, etc.) as part of their investigation and include the photographs as part of the incident report.

Procedures for Enrolling Drivers

Upon written approval by their budget unit head, an employee, graduate assistant or student worker should complete the Authorization and Driving History form and send it to the University Transportation Coordinator. Individuals seeking authorization as an approved driver who are not employees of the University must have the written approval of the budget unit head of the department in which their activity/service takes place.

The information on the Authorization and Driving History form is used to acquire the Operator Driver Record (ODR) from the Department of Public Safety. An individual who has not had a Louisiana Driver's License for at least twelve months prior to the date of application for University driving authorization must provide an official driving record for the previous twelve months from the appropriate issuing authority. Any individual enrolled or wishing to enroll in the Driver Safety Program that maintains an out-of-state-driver's license must provide the Transportation Coordinator an Operator Driver Record (ODR) from the Department of Public Safety from their issuing state or authority upon enrolling in the program and by their anniversary date annually thereafter. Failure to provide an ODR will result in not allowing the individual to enroll in the Driver Safety Program or revocation of driving authorization. The Authorization and Driving History Form and the ODR are reviewed by the Transportation Coordinator. If the individual is authorized to drive by the Transportation Coordinator, then they are enrolled in a driver safety course. An ODR must be obtained from the Department of Public Safety for each authorized driver annually. The Authorization and Driving History form (DA 2054) must be dated and initialed when review is completed by the Transportation Coordinator.

Attendance at a driver safety course sponsored by the University is limited to individuals authorized by the University to drive state vehicles, retired ULM employees, and employees from other state agencies on a space available basis. The course is not intended for private individuals.

The Transportation Coordinator will provide a list of authorized drivers to ULM Auto Services and to the Controller's Office each month. The Controller's Office will make no mileage reimbursement for the use of a personal vehicle on University business to any person who is not an authorized driver. Authorized drivers who do not have written approval from their budget unit head to use their private vehicle on state business will not be reimbursed.

Enforcement of the ULM's Driver Safety Program will be done through Physical Plant, Auto Services, Controller's Office, Environmental Health and Safety Office, and the University Police Department.