

The University of Louisiana at Monroe
Quarterly Safety Meeting -- Driver Safety Program Review

NOTE: This training session is just a brief overview of the driver safety program, as part of the training on this topic the complete policy should be reviewed in its entirety. The policy can be found on the ULM safety website at <http://www.ulm.edu/safety/drversfty/drvsftyindex.html>. You can also find the necessary forms for the program at this site.

Quick Review of Driver Safety Program

- The first and probably most important part of the program is that anyone who drives on University business must be authorized through the University driver safety program to drive.
- In order to be authorized to drive on University business you must complete the driver authorization form. This form allows us to check your driving record to ensure that you are eligible to drive on University business. High risk drivers are not allowed to drive on University business.
- Once your driving record has been checked and it is confirmed that you are not a high risk driver then you must then attend and complete the ULM Defensive Driving Course. The course is typically offered on the first or second Friday of each month from 2:00 – 4:00 PM in Admin 3-95. Jean Parker, the University's transportation coordinator, announces the courses ahead of time through an all employee e-mail. Drivers previously certified must repeat the course once every three years.

Reasons for Becoming an Authorized Driver

- The ULM EH&S Department suggests that all employees become authorized drivers because most employees sooner or later will drive on University business. Even if you are driving your personal vehicle on campus and stop by and pick up your department's mail you are driving on University business. We also encourage all student workers, and graduate assistants to attend the class and complete the program.
- The purpose of the program is to attempt to reduce accidents and ensure that all employees drive defensively and also to ensure that we fully comply with the Louisiana Office of Risk Management's (ORM) loss prevention policy.
- Remember, if you drive on University business without being authorized through the driver safety program, you put a lot at risk. First, if you have an accident, you may be on your own. Our insurer will likely reject a claim if you haven't been authorized to drive on University business. Also, you cannot get reimbursed for mileage from the University unless you have completed the program (it doesn't matter what account the mileage is paid out of, if the check is written from the University, they will not write you one unless you are authorized to drive on University business). Another added benefit is that some insurance companies will give you a discount on personal auto insurance for attending the defensive driving course.
- Please sign-up for the defensive driving program and become authorized to drive on University business. You never know when it might come in handy. For more information on how to enroll please visit the website, <http://www.ulm.edu/safety/drversfty/drvsftyindex.html>. For more information or to request an informational brochure on the program please contact Jean Parker. Mrs. Parker can be reached at (318) 342-5184 or by e-mail at parker@ulm.edu.