

University of Louisiana at Monroe (ULM)

Driver Safety Program

(Revised 2/22/17)

Introduction

The University of Louisiana at Monroe (ULM) is committed to ensuring a safe workplace for all employees and the entire University community. ULM is required to develop a comprehensive loss prevention program to comply with Louisiana Revised Statute Title 39, Section 1543 (R.S. 39:1543). The ULM Driver Safety Program is one component of the University's comprehensive loss prevention program. The goal of the ULM Driver Safety Program is to reduce accidents, injuries, and property damage that could be caused by motor vehicles. The ULM Driver Safety Program is enacted to ensure compliance with Louisiana law and to ensure that all vehicles operated on official University business are operated as safely as possible.

Applicability

The ULM Driver Safety Program requirements are applicable for all employees of the University of Louisiana at Monroe (ULM) who operate / drive motor vehicles on official University business in the course of their employment. For the purposes of this policy, a STATE VEHICLE is any licensed motor vehicle owned, leased, and / or rented by the State of Louisiana / University of Louisiana at Monroe (ULM). The ULM Driver Safety Program applies to all drivers of State Vehicles and private vehicles used on official University business. The ULM Driver Safety Program is applicable to all employees including but not limited to: all faculty and staff, adjunct faculty, full time employees, part time employees, probational / temporary employees, casual wage employees, student workers, and graduate assistants. This program applies to anyone who receives a paycheck from the University and who drives a motor vehicle on official University business as part of their employment.

Enrolling in the ULM Driver Safety Program to Become an Authorized Driver:

1. A University employee must be named an Authorized Driver by the University to operate any motor vehicle in the course of their employment. Employees are responsible for verifying that they are an Authorized Driver prior to operating any motor vehicle in the course of their employment.
A list of current Authorized Drivers is published and maintained by the Environmental Health and Safety Department. The list is accessible by visiting <http://www.ulm.edu/safety/>. Once you are at this site, please click on the link for *driver safety program*, and then click on the link for *current authorized driver list*.
2. Students, vendors, candidates for future University employment, volunteers, etc. shall not be authorized to drive for the University. Only employees of ULM may be Authorized Drivers.
3. Prior to becoming an Authorized Driver for the University, each employee must meet the following driver's license requirements:
 - a. Each employee must have a valid and properly classed driver's license for the type(s) of vehicles they will operate during the course of their employment.
 - b. Employees who have established a domicile in Louisiana must obtain a Louisiana driver's license within thirty (30) days of the establishment of a domicile. Please ensure that you have a Louisiana driver's license from the State Office of Motor Vehicles prior to enrolling in the driver safety program.
 - c. Student workers and graduate assistants who are from out of state are not required to obtain a Louisiana driver's license as long as they maintain the status of being a "student" and have a valid, properly classed, driver's license from their home state.
 - d. Student workers and graduate assistants who are international students are required to get a Louisiana driver's license prior to enrolling in the driver safety program. The University cannot accept a driver's license from another nation / country because driving laws vary so greatly on an international basis.
 - e. Employees who maintain their permanent residence in another state within commuting distance (less than 90 miles) to their daily job location at the University are not required to get a Louisiana driver's license. For example, someone living in Crossett, Arkansas and working at the main

campus of ULM in Monroe, LA is not required to get a Louisiana driver's license.

4. In order to become an Authorized Driver for the University and maintain authorized driver status, all Authorized Drivers shall maintain a personal automobile insurance policy that meets the insurance requirements of the State of Louisiana as outlined in Louisiana Revised Statute Title 32, Section 900 (LA R.S. 32:900). Proof of insurance may be requested at any time by the Agency Head and / or their designee for administering the driver safety program.
5. Any employee who applies to become an Authorized Driver for the University shall not be classified as a high risk driver. The Louisiana Office of Risk Management classifies a high risk driver as any individual who meets the following requirements:
 - a. Having three or more convictions, guilty pleas, and / or nolo contendere pleas for moving violations within the previous twelve (12) month period or
 - b. 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 any similar violation within the previous twelve (12) month period.
 - c. If an Authorized Driver becomes a high risk driver, they shall immediately be removed from the authorized drivers list for a twelve (12) month period from the date of discovery.
6. Any employee who applies to become an Authorized Driver for the University shall complete an approved defensive driving course. The Louisiana Office of Risk Management provides a computer based defensive driving course online. A link to the course can be found at the ULM Safety website, located at <http://www.ulm.edu/safety/>. Once you arrive at the website, click on the link for "Driver Safety Program" and you can follow the links to take the defensive driving course. Employees are required to complete this defensive driving course prior to becoming an Authorized Driver for the University. Additionally, all Authorized Drivers are required to complete the course at least once every three years.
7. Employees must fully complete the Authorization and Driving History Form (DA2054). You and / or your supervisor should not sign the section for Agency Head / Designated Individual. Please ensure that all entries on the form are clearly printed and / or typed so that the form can be easily read.

8. Make a copy of both the Authorization and Driving History Form (DA2054) and proof that you have completed the defensive driving course in your files.
9. Submit the original Authorization and Driving History Form (DA2054) and the original copy of the defensive driving course completion to the ULM Environmental Health and Safety Office. If you have an out of state driver's license, you will also need to provide an official copy of your official driving record from the state in which you are licensed. The Environmental Health and Safety office is located in Strauss Hall, Suite 255. Forms may be submitted by campus mail. Fax, email, and scanned submissions are not acceptable.
10. The ULM Environmental Health and Safety Office will review all documentation and will order a copy of your official driving record from the Louisiana Office of Motor Vehicles. Once all forms are completed correctly, defensive driving training is correctly documented, and your official driving record has been reviewed and verified to comply with all requirements of ULM's driver safety policy, then your name may be added to the list of Authorized Drivers.
11. Authorized Drivers shall be authorized for no longer than one year.
 - a. The ULM Environmental Health and Safety Office will order and review a copy of these employees' official driving record (ODR) from the State Office of Motor Vehicles each year. The ULM Environmental Health and Safety Office will order and review each ODR for seven additional years following the initial authorization. A new defensive driving certificate must still be submitted every three years.
 - b. ULM employees who have an out of state driver's license should submit to this office a new official driving record from their state at least thirty days in advance of their annual expiration date.

Management and Responsibility of the ULM Driver Safety Program

The ULM President is responsible for ensuring the effective management of the ULM Driver Safety Program. The ULM President has designated responsibility of the overall ULM Driver Safety Program to the Environmental Health and Safety Office. Vice – Presidents, Deans, Division Heads, Budget Unit Heads, Department Heads, Directors, and Supervisors have supervisory responsibilities for all employees who may be authorized to drive for the University. Additionally, any employee who is authorized to drive for the University has specific responsibilities. The responsibilities for each category are covered in detail below:

1. Environmental Health and Safety Office Responsibilities / Requirements:

- a. The Environmental Health and Safety Office must certify that each applicant has completed an ORM recognized and approved, defensive driving course.
- b. The Environmental Health and Safety Office shall sign and date the Driving Authorization and History Form (DA 2054) once it is fully completed by the applicant and their supervisor.
- c. The Environmental Health and Safety Office shall notify the appropriate supervisor if an employee / applicant has not been authorized to drive.
- d. The Environmental Health and Safety Office shall maintain a list of Authorized Drivers.
- e. In November of each calendar year, the EHS Officer shall obtain and review official driving records (ODR's) from the Louisiana Department of Public Safety. For authorized drivers with out of state driver's licenses, those authorized drivers shall provide the Environmental Health and Safety Office with a copy of their official driving record (ODR) from their state. The Environmental Health and Safety Office shall review each ODR for the following:
 - i. Verify that the applicant's name, address, and driver's license number match information on the Driving Authorization and History Form (DA2054)
 - ii. Check the driver's license expiration date to ensure that the license has not expired.
 - iii. Check the driver's license class and any restrictions that may affect the Authorized Driver's ability to drive.

- iv. Check for any violations that were received by the Authorized Driver in the past twelve months and whether these violations meet the “high – risk driver” classification by ORM.
- v. Ensure that the following flags are not noted on the official driving record (ODR):
 - 1. NI = No Insurance
 - 2. SUS = Suspended
 - 3. REV = Revoked

2. Authorized Drivers Responsibilities and Requirements:

- a. Authorized Drivers shall be responsible for the safe operation of all vehicles used for Official University business, and maintenance of all necessary records, especially those required by the CDL driver.
- b. Authorized Drivers shall be responsible for having a valid driver’s license for the class of vehicle they are operating.
- c. Authorized Drivers shall operate all motor vehicles in compliance with all applicable laws, rules, regulations, etc.
- d. Authorized Drivers shall be responsible for utilizing all appropriate vehicle safety restraints (seat belts) for themselves and for ensuring that all passengers are appropriately restrained.
- e. Authorized Drivers shall not use a Wireless Telecommunications Device while driving in a University / state owned, leased, or private vehicle that is being driven on official University / state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a Wireless Telecommunications Device is permissible for passengers in such vehicles. There are four exceptions to this requirement that are listed as follows:
 - i. An Authorized Driver may use a wireless telecommunications device to report a traffic crash, medical emergency or serious road hazard.
 - ii. An Authorized Driver may use a wireless telecommunications device to report a situation in which the person believes his personal safety is in jeopardy.
 - iii. An Authorized Driver may use a wireless telecommunications device to report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.

- iv. An Authorized Driver may use a wireless telecommunications device to engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.
- f. If the Authorized Driver is assigned a University / state owned vehicle, then the Authorized Driver must complete the Daily Vehicle Log (DVL). The DVL is kept in the vehicle and is turned in to the ULM Auto Services Department on the first work day of each month.
- g. If the Authorized Driver is assigned a University / state owned vehicle, then the Preventive Maintenance Form is completed and turned in by the Authorized Driver of assigned vehicles on the first work day of each month.
- h. The Authorized Driver certifies that as a condition of driving any vehicle on official University business, they have and will maintain at least the minimum liability coverage as required by LA R.S. 32:900.
- i. Authorized Drivers are responsible for reporting unsafe conditions and for reporting any accident involving any vehicle that is being used for official University / state business.
- j. Authorized Drivers shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than the next scheduled workday. This reporting requirement applies whether the authorized driver is driving on official University business or on personal business.
- k. Authorized Drivers convicted of any moving violation must take the ORM Drivers Safety Training Course within ninety (90) days of their conviction.

3. Supervisors, Responsibilities and Requirements:

- a. Supervisors shall ensure that only Authorized Drivers operate motor vehicles for official University business.
- b. Supervisors shall provide adequate time and resources for each employee to complete the online defensive driving course.
- c. Supervisors shall ensure that all motor vehicle accidents and incidents are properly reported and that all documentation is properly filed and maintained.
- d. Supervisors shall report to the Environmental Health and Safety Office, any reports that they receive from Authorized Drivers regarding revocation of their driver's license, any moving violations, etc. These reports shall be made within one business day.

Accident Reporting – Properly Reporting a Motor Vehicle Incident / Accident:

1. A motor vehicle accident is defined as any incident in which the motor vehicle comes in contact with another vehicle, person, object, or animal that 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 motor vehicle accidents shall be properly reported regardless of the circumstances and regardless of the amount of damage sustained.
3. All motor vehicle accidents shall be reported to the appropriate police agency, regardless of the severity of the accident. The Authorized Driver shall request that the responding police agency complete a police report detailing the accident. The Authorized Driver for the University should obtain instructions and contact information for ordering a copy of the official police report once the report is completed. The Authorized Driver shall make no statements, except to the police, about how the accident happened. No statements shall be made about fault, payment of damages, etc. If possible the Authorized Driver shall obtain the names, addresses, and daytime telephone numbers of all witnesses to the accident.
4. All motor vehicle accidents shall be reported by the Authorized Driver to their immediate supervisor and also to the Driver Safety Coordinator for the University on the day of the accident. The Authorized Driver shall fully complete the Louisiana State Driver's Accident Report Form (DA2041).
5. If the Authorized Driver who was involved in the accident is not able to complete the Louisiana State Driver's Accident Report Form (DA 2041), then the driver's supervisor shall complete the report to the best of his/her ability for the Authorized Driver.
6. The Louisiana State Driver's Accident Report Form (DA 2041) shall be completed for all vehicles being used for official University / state business. Please note whether or not the vehicle is University / state – owned, rented, or personal.
7. The DA 2041 form shall be completed within 48 hours after any accident while on state business and forwarded to the Office of Risk Management, Claims Unit. The DA 2041 form can be downloaded from: <http://www.doa.la.gov/orm/formsCR.htm>. Additionally a copy of the completed DA 2041 form and proof of submission of the form shall be provided to the ULM Environmental Health and Safety Office.

8. The ULM Environmental Health and Safety Office, the Louisiana Office of Risk Management (ORM) and any authorized agencies may complete a detailed accident investigation of each accident. Authorized Drivers shall fully cooperate with all investigations. If the investigation determines that ULM Driver Safety Program policies and procedures were not followed, then the Authorized Driver may be removed from the driver safety program and no longer authorized to operate State / University owned vehicles. Depending upon the circumstances, disciplinary action, in accordance with State Civil Service policies and procedures, may be warranted.

Unlicensed Motorized Utility Vehicles

All drivers of golf carts, utility vehicles, mowers, tractors, etc., operated on University property, shall complete an ORM recognized and approved, defensive driving course upon employment and every three years thereafter. Certificates will be maintained by the grounds department.

ULM Driver Safety Program Questions and Assistance

The Environmental Health and Safety Office administers the ULM Driver Safety Program on behalf of the ULM President. The Environmental Health and Safety Office maintains a website that includes all applicable policies and procedures and includes links to all necessary forms and training. The Environmental Health and Safety Office will be glad to offer any assistance and / or answer any questions you may have pertaining to the ULM Driver Safety Program.

Contact Information for the Environmental Health and Safety Office is as follows:

*University of Louisiana at Monroe (ULM)
Environmental Health and Safety Office
Strauss Hall, Suite 255
700 University Avenue
Monroe, LA 71209
318-342-5177*

<http://www.ulm.edu/safety> (ULM Environmental Health and Safety Website)

http://www.ulm.edu/safety/program_driver.html (ULM Driver Safety Website)