



## DRIVER SAFETY POLICY

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|-------------------------------|-------------------------|
| <b>Policy #:</b>              | ES002.2                 |
| <b>Policy Type:</b>           | University              |
| <b>Responsible Executive:</b> | VP for Business Affairs |
| <b>Responsible Office:</b>    | Facilities & EHS        |
| <b>Originally Issued:</b>     | March 5, 2010           |
| <b>Latest Revision:</b>       | June 1, 2022            |
| <b>Effective Date:</b>        | June 1, 2022            |

### I. Policy Statement

The University of Louisiana at Monroe's Driver Safety Policy defines the requirements and procedures necessary to drive on state business for ULM as per the Louisiana Office of Risk Management requirements.

### II. Purpose of Policy

The purpose of this policy is to reduce accidents, injuries, and property damage 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.

### III. Applicability

This Policy applies to all employees of the University of Louisiana at Monroe (ULM) who operate or drive personal or state-owned vehicles on official University business in the course of their employment.

An employee must be a currently posted authorized driver to be reimbursed for any vehicle-related expenses (personally-owned, state-owned, or rental vehicles).

### IV. Definitions

**Authorization and Driving History Form:** (DA 2054): Record that is maintained by the University on each employee who drives on state business. The form includes the following information:

1. The employee's current personal information (name, license number)
2. Employment information (supervisor)
3. When an employee was authorized to drive
4. The date of his/her last Defensive Driving class
5. Certification by the employee that he/she maintains liability insurance as required by state law
6. The signature of the Agency Head (ULM President) or his designee authorizing the employee to drive

**Authorized Driver:** An employee of ULM that has completed the following steps:

1. Taken the ORM Defensive Driving Course and sent certificate to EHS office.
2. Filled out DA2054 and sent it to the EHS office.
3. EHS Officer has reviewed official driving history and signed DA2054, and added driver to published, signed, authorized driver list online at [www.ulm.edu/safety](http://www.ulm.edu/safety) .

**Designee:** Individual(s) specially designated by the Department/Agency Head to act on their behalf.

**Employee:** Any individual that receives a paycheck from ULM including, but not limited to: faculty and staff, adjunct faculty, full-time employees, part-time employees, probation/temporary employees, casual wage employees, student workers, graduate assistants and, in some cases, participants in grants who are required to operate/drive motor vehicles on official University business in the course of the grant fulfillment.

**Guilty Plea:** The admission of guilt from the defendant to each charge of the commission of a violation.

**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 the previous twelve (12) month period.

**Hit and Run:** The intentional failure of the driver of a vehicle involved in or causing any accident to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

**Moving Violation:** A violation which occurs whenever a vehicle is in motion. Examples of moving violations include speeding, running a stop sign or red light, driving without a license, and making a left turn from the right-hand lane.

**Negligent Injury:** The inflicting of any injury upon the person of a human being when caused proximately, or caused directly, by an offender engaged in the operation of, or in the actual physical control of, any motor vehicle, watercraft, or other means of conveyance whenever any of the following exist:

1. The operator is under the influence of alcoholic beverages.
2. The operator's blood alcohol concentration is 0.08 percent or more.
3. The operator is under the influence of a controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40.964.
4. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances, and which are legally obtainable with or without prescription.
5. The operator is under the influence of one or more drugs that are not controlled dangerous substances, and which are legally obtainable with or without a prescription, and the influence is caused by the operator knowingly consuming quantities of the drug(s) that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.

**Nolo Contendere:** "No Contest" – has the same effect as a guilty plea as far as sentence but may not be considered as an admission of guilt for any other purposes.

**Reckless Operation:** The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

**State Business:** Any legal and lawful activity conducted/engaged in by an employee or agent of the State of Louisiana, on behalf of and benefiting the State in the course and scope of their duties.

**State Vehicle:** Any licensed vehicle owned, leased and/or rented by the State of Louisiana.

**Unauthorized (“NOT Authorized”) Driver:** A driver shall be considered “NOT Authorized” if any of the following occur:

1. Meets the definition of high-risk driver.
2. Does not complete/pass the ORM-recognized driver course within the allowed time period.
3. Does not hold a valid driver’s license.
4. Official Driving Record (ODR) is not cleared of all flags.
5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.
6. The driver is a student not employed by the State of Louisiana.

**Vehicular Accident:** Any collision 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 the collision occurred, or who was responsible).

**Wireless Telecommunications Device:** Any type of instrument, device, or machine that is capable of transmitting or receiving telephonic, electronic, radio, text, or data communications, including but not limited to a cellular telephone, a text-messaging device, a personal digital assistant, a computer, or any other similar wireless device that is designed to engage in a call or communicate text or data.

## V. Policy Procedure

### 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 Office. The list is accessible by visiting <http://www.ulm.edu/safety>, clicking on the link for Driver Safety Program, followed by clicking on the link for Current Authorized Driver List.
2. Students who are not employees, 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 operated 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. A valid Louisiana driver’s license from the State Office of Motor Vehicles is a requirement of enrolling in the ULM 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 homestate.
  - d. Student workers and graduate assistants who are international students are required to obtain 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/>. At the website, click on the link for "Driver Safety Program" and 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). Do 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. All new employees who plan to apply to become an Authorized Driver for the University are required to complete the online defensive driving course within ninety (90) days of hire date.
9. A copy of both the Authorization and Driving History Form (DA2054) and proof of completion of the defensive driving course should be retained by the Authorized Driver.
10. The original Authorization and Driving History Form (DA2054) and the original copy of the defensive driving course completion certificate are submitted to the ULM Environmental Health and Safety Office. An official driving history shall be submitted to the EHS office from anyone maintaining an out-of-state drivers' license and domicile at the operator's expense.
11. The Environmental Health and Safety office is located in Strauss Hall, Suite 255. Forms may be submitted by personal delivery or campus mail. Fax, email, and scanned submissions are not acceptable because original signatures must be kept on file to satisfy audit requirements.
12. The ULM Environmental Health and Safety Office will review all documentation and order official driving records from the Louisiana Office of Motor Vehicles. Once all documentation is completed and signed correctly and submitted, defensive driving training is documented, and the official driving record has been reviewed and verified to comply with all requirements of ULM's driver safety policy, then an employee's name may be added to the list of Authorized Drivers.
13. 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 the Authorized Drivers' 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.
  - b. Authorized Drivers must repeat Defensive Driving Training and submit the defensive driving certificate every three years.
  - c. ULM employees who have an out of state driver's license are responsible for submitting an official driving record from their state at least thirty days in advance of their annual Authorized Driver expiration date.
14. A new Authorization and Driving History form (DA2054) must be completed and submitted to the Environmental Health and Safety Office within thirty (30) days of the event, in the event of name change, class of license change, driving restriction change, or change in status of issuance (i.e. name change in case of marriage/divorce, class change from E to D, or from out-of-state license, etc.

## VI. Enforcement

The Environmental Health and Safety Office administers the ULM Driver Safety Program on behalf of the ULM President. ULM EHS Officer will enforce this policy and sanction the violator as per the requirements set forth in this policy and the Louisiana Office of Risk Management.

Violators of this policy will be removed from the authorized drivers' list for a period of time up to 12 months from date of discovery or conviction.

The Environmental Health and Safety Office maintains a website that includes applicable policies and procedures and includes links to necessary forms and training. The Environmental Health and Safety Office will offer assistance and/or answer questions pertaining to the ULM Driver Safety Program.

Contact Information for the Environmental Health and Safety Office:

University of Louisiana at Monroe (ULM)  
Environmental Health and Safety Office  
Strauss Hall, Suite 255  
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](http://www.ulm.edu/safety/program_driver.html) (ULM Driver Safety Website)

## VII. Policy Management

### 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 Officer. 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. In November of each calendar year, the EHS Officer shall obtain and review official driving records (ODRs) 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.
- e. 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. Examine the driver's license expiration date to ensure that the license has not expired.
- iii. Review the driver's license class and any restrictions that may affect the Authorized Driver's ability to drive.
- iv. Review for any violations received by the Authorized Driver in the past twelve (12) months and determine whether these violations meet the "high-risk driver" classification by the Louisiana Office of Risk Management.

Ensure that the following flags are not noted on the official driving record (ODR):

- 1. NI = No Insurance
- 2. SUS = Suspended
- 3. REV = Revoked
- 4. CAN = Cancelled
- 5. Any other such indicator that classifies the license as invalid

## 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 of a 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 (i.e. seat belts) for themselves and for ensuring that all passengers are appropriately restrained as required by Louisiana law.
- e. Employees shall not use a Wireless Telecommunications Device while driving in a state-owned, leased, or private vehicle that is being driven on 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.

Exceptions:

- Report a traffic crash, medical emergency, or serious road hazard.
  - Report a situation in which the person believes his personal safety is in jeopardy.
  - Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person.
  - 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, the Authorized Driver must complete the Daily Vehicle Log (DVL). The DVL is kept in the vehicle and is turned in by the Authorized Driver to the ULM Auto Services Department in the Physical Plant on the first work day of each month.
  - g. If the Authorized Driver is assigned a University/state owned vehicle, the Preventive

Maintenance Form must be completed. The Preventive Maintenance Form should be kept in the vehicle and turned in by the Authorized Driver to the ULM Auto Services Department in the Physical Plant 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, he/she has 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 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 repeat the online defensive driving course within ninety (90) days of their conviction and provide certification to the Environmental Health and Safety Office.

**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 the accident 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.

4. 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.
5. All motor vehicle accidents shall be reported by the Authorized Driver to their immediate supervisor and to the Environmental Health & Safety Officer for the University on the day of the accident. The Authorized Driver shall fully complete a Louisiana State Driver's Accident Report Form (DA 2041).
6. 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.
7. The Louisiana State Driver's Accident Report Form (DA 2041) shall be completed for all vehicles being used for official University/state business. The report form should note whether or not the vehicle is University/state-owned, rented or personal.
8. The DA 2041 form shall be completed within 24 hours of all accidents and forwarded to the ULM Environmental, Health & Safety Officer in 255 Strauss Hall. The DA 2041 form can be downloaded from [http://laorm.com/forms/da\\_2041.pdf](http://laorm.com/forms/da_2041.pdf).

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 be authorized to operate State/University owned vehicles. Depending upon the circumstances, disciplinary action may be warranted in accordance with State Civil Service policies and procedures.

## VIII. Exclusions

### Unlicensed Motorized Utility Vehicles

The operators of motorized utility vehicles and mowers are not required to be an Authorized Driver and are not required to comply with the guidelines of the ULM driver safety program. **However, all drivers of golf carts, utility vehicles, mowers, tractors, etc. operated on University property shall complete an ORM approved defensive driving course upon employment and every three years thereafter.** Certificates will be maintained for review by the respective operator's supervisor in that ULM department.

### Student Authorized Traveler

Regular students who are not employed by the University do not fall under the driver safety program of the Louisiana Office of Risk Management. Students traveling for official ULM sanctioned events must be deemed authorized travelers by the president of the University in order to be reimbursed for personal mileage. This does not make them an insured traveler or the event an insured activity.

The Student Travel form can be downloaded from:  
<https://webservices.ulm.edu/forms/officesdepartments/student-travel>

### Non-State Employees Utilizing State Vehicles

Any persons who are not official state employees must sign the Acknowledgement of Non-State Employees Utilizing State Vehicles form (commonly known as a Hold Harmless Agreement) prior to riding in a state-owned vehicle or rental vehicle on behalf of the State of Louisiana.

The Acknowledgement of Non-State Employees Utilizing State Vehicles form (commonly known as a Hold Harmless agreement) can be downloaded from:

[www.ulm.edu/safety/documents/holdharmlessagrmt.pdf](http://www.ulm.edu/safety/documents/holdharmlessagrmt.pdf).

### IX. Effective Date

This Policy will be in effect upon the date it is adopted and signed by the University President.

### X. Adoption

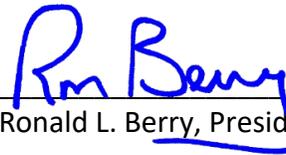
This policy is hereby adopted on this 1<sup>st</sup> day of June 2022.

Recommended for Approval by:

Approved by:



Dr. Bill Graves, VP for Business Affairs



Dr. Ronald L. Berry, President

### XI. Appendices, References and Related Materials

Refer to the Louisiana Office of Risk Management’s Driver Safety Program Manual at [www.doa.la.gov](http://www.doa.la.gov). This policy is in compliance with the Louisiana Office of Risk Management, Loss Prevention Unit’s regulations as derived by LA R.S.39:1543.1C and R.S. 49:950-968 (commonly referred to as “PPM49”), which is enforced by the Louisiana Office of State Purchasing and Travel.

### XII. Revision History

Original Adoption date: 4/15/2010  
Revised 9/13/2011: Policy revision relevant to ORM audit recommendation  
Revised 4/11/2013: Policy revision relevant to ORM audit recommendation  
Revised 9/19/2017: Policy revision relevant to ORM audit recommendation  
Revised 10/14/2019: Policy placed in new policy template and format  
Revised 5/26/22: Policy revision relevant to ORM auditor recommendation and new format