

SUBJECT: DRIVER SAFETY PROGRAM/FLEET VEHICLE POLICY

PURPOSE: To establish a policy for usage of personal vehicle or issuing state fleet vehicles to be used for business purposes. Monitoring and reservation requests will be handled by the Department of Facility Services. A Fleet Vehicle is identified as a licensed vehicle owned, leased and/or rented by the State of Louisiana/Louisiana State University at Alexandria. The Department of Facility Services has been authorized by the Chancellor to monitor the vehicle reservation system and the Campus Safety Officer has been authorized to sign as the Agency Head for all DA2054 forms.

GENERAL POLICY

1. Keys for university vehicles can only be issued to authorized drivers. Authorized drivers are those faculty, staff, and student workers who have completed the “Authorization and Driving History” form (DA 2054), travel authorization, and driver’s safety course. It is the responsibility of the employee to submit a completed Authorization and Driving History Form (DA 2054). The form must include:
 - Employee information and signature
 - Supervisor signature
 - Driver Safety Course completion information

Authorization is not complete until all forms have been completed, signed by a supervisor, **and** signed by the Chancellor or the Campus Safety Officer.

The DA2054 and travel authorization form must be renewed each fiscal year. The driver’s safety course must be re-taken every three years. When the form is complete it is routed to Facility Services who then reviews for completion of information and request an Official Driving Record (ODR) from the Office of Motor Vehicles. Once the ODR is received it is verified and routed to the Campus Safety Officer for approval.

All required forms and driver’s safety course information can be obtained by contacting the Facility Services office.

2. If a vehicle is reserved by a person who has not completed the authorization process, the reservation will be flagged in the motor pool schedule and is considered tentative until all forms have been completed, signed, and processed. Non-authorized drivers will be

notified of their status when a vehicle request is made. The DA2054, travel authorization, and the safety course certification must be completed, signed, and submitted to Facility Services no less than five (5) days prior to the first day of the vehicle request. This provides adequate time for the Official Driving Record (ODR) to be obtained from the Department of Public Safety in order to complete the DA 2054. The ODR must be obtained before the forms can be signed by the Chancellor or his designee.

Authorization is not guaranteed if the DA 2054, travel authorization, and safety course certificate are received with less than five days left before the reservation date.

The reservation will be cancelled and a \$25.00 fee charged to the reserving department if the “Authorization and Driving History” form, travel authorization, and safety course certificate have not been received by the day before the reservation date.

A completed DA 2054 and Driver Safety Training certificate must be on file prior to driving for any university related business. This includes any state or privately owned vehicle and whether or not you request reimbursement.

REGULATIONS

High-risk drivers shall not be authorized to drive personal or state vehicles on state business from the date of discovery for a minimum of twelve (12) months. Annual ODR reports will be reviewed and will identify high risk drivers. High risk drivers and their supervisors will be notified when placed in the high risk category. High risk drivers are defined as follows:

Having three or more convictions, guilty pleas, and/or “no contest” for moving violations within the previous 12 (twelve) month period or

Having a single conviction, guilty pleas, and/or “no contest” 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.

Authorized drivers with recurring conviction/violations must attend refresher course within 90 days to continue to drive on state business.

CLAIMS REPORTING/ACCIDENT INVESTIGATION

In the event of an accident while in a state owned vehicle or in a personal vehicle on official state business, the following procedures will be followed:

Driver must notify their immediate supervisor and Facility Services and/or the Loss Prevention Coordinator/Campus Safety Officer on the day of the accident. The employee will then

complete the Louisiana State Driver's Accident Report Form (DA 2041) and submit with a copy of the police report (if one is issued) to the Loss Prevention Coordinator/Campus Safety Officer. The Loss Prevention Coordinator/Campus Safety Officer will then review the DA 2041 and after investigating submit to the ORM Claim Unit within 48 hours of the accident.

Failure to report any vehicular accident may be cause for suspension of Driver Authorization.

Depending upon the outcome of the investigation an employee may be placed into the high-risk category. In addition, any authorized driver must report receiving a traffic violation, whether on state or personal business, to their supervisor the next working day.

Copies of the DA2041 can be found in the glove compartment of all state vehicles.

ROUTINE VEHICLE MAINTENANCE/INSPECTION

The Department of Facility Services will be responsible for maintaining all state owned vehicles and performing monthly inspections and routine minor maintenance. Corrective action is immediately taken on any deficiencies found to prevent further damage or accidents. All inspection checklists and routine maintenance will be recorded and filed in the Department of Facility Services.

DRIVER TRAINING

Driver Safety Training is required of any State employee driving on university business or a State vehicle.

All authorized drivers shall successfully complete an ORM recognized defensive driving course within ninety (90) days of entering the program and shall complete a refresher course at least once every three years unless their class of license requires other additional training or testing. Drivers who have convictions on their motor vehicle records shall be required to retake a recognized driving course within ninety (90) days of notification of a conviction.

Instructions for Driver Safety Training can be found on the LSUA website at:

<http://budget.lsua.edu/safety/drivertraining/>

Go to <http://budget.lsua.edu/safety/drivertraining/>

Click on the link to On-line Safe Drivers Course Information

Click on the purple "defensive driving" link.

A login box pops up. In the username box type: lsu\userid (i.e., lsu\jdoe). The userid is your PAWS Logon ID.

In the password box, type your PAWS Password and click "OK".

A box saying "No LMS found! Running in offline mode." will come up. Click "OK".

A box may pop up asking do you want to display the nonsecure items. Click "yes". It may take a minute for the first page to load.

You should see a screen with this header:

PROCEDURES FOR ISSUANCE OF FLEET VEHICLE

The vehicle reservation form can be accessed by accessing the faculty/staff page of the LSUA website (www.lsua.edu). Use of the online reservation form is preferred over making a reservation over the phone.

The university has a limited number of motor pool vehicles available for use. In order to ensure everyone's needs are met the following policies will be followed:

1. Motor pool vehicles will be assigned based upon the number of passengers, destination, duration of the trip, and vehicle availability.

Vans are reserved for large groups (five or more passengers). They will be assigned to groups with less than five passengers only when there are no smaller cars available. Special consideration will be made when needed.

2. Vehicles are reserved on a first come, first served basis. If all vehicles are already reserved for a requested date, Facility Services will assist the requestor with renting a vehicle from Enterprise Rent-A-Car. Under these circumstances, the total cost of the rental will be charged to the requestor's department.
3. Cancellation of a reservation must be made as soon as it is known that the vehicle is no longer needed. Advance notice is preferred, but cancellations can be made as late as the morning of the reservation. Cancelled vehicles can be reassigned to another faculty/staff member.

If a cancellation is not made and the vehicle is simply not picked up, the reserving department will be charged a \$25.00 fee.

4. Keys are to be picked up at the time and date specified on the reservation. The online reservation form has been updated for a pickup time to be specified. If the pickup time must be changed (running late, date change, etc.), the Facility Services office must be contacted as soon as possible. A reasonable effort will be made to contact the person named on the reservation when the keys are not picked up on time. If this person cannot be contacted, the reservation will be cancelled and the vehicle will go to the next person on the waiting list.

A \$25.00 fee will be charged to the reserving department if Facility Services staff cancels a reservation under these circumstances.

5. Vehicles are to be returned to the Motor pool parking lot at the time and date specified on the reservation. The online reservation form has been updated for a return time to be specified. The keys must be returned to the Facility Services office at this time as well. The vehicle is not officially returned until the keys are returned. This allows the vehicle to be readied for the next reservation which could be on the same day. If the return time must be changed (running late, date change, etc.), the Facility Services office must be contacted as soon as possible.

A \$25.00 fee will be charged to the reserving department if the vehicle and keys are not returned at the specified time and the Facility Services office is not contacted.

6. Roadside assistance is available through Paragon Motor Club if needed. The membership card and contact phone number are both located in the glove box.

Facility Services office hours are 7:00 am-4:00 pm Monday through Friday. Keys and mileage forms can be returned after office hours by dropping them in the mail slot located to the left of the front door at the Facility Services building. Use of this feature is encouraged. This allows for the vehicle to be checked back in and readied for the next driver as soon as possible. The following procedures must be followed:

1. Complete Authorization and Driving History Form (DA 2054), Travel Authorization Form, and Driver's Safety Course. Send to Facility Services/Motor Pool ASAP. Forms must be received no less than five (5) days prior to the first day of the vehicle reservation. Driving History Form (DA 2054) must include:
 - Employee information and signature
 - Supervisor signature
 - Driver Safety Course completion information
2. Send to Department of Facility Services so they can obtain:
 - Official Driving Record
 - Chancellor/designee signature
3. Complete online vehicle reservation form (<http://auxiliary.lsua.edu/motorpool/reserve/>).
4. Pick-up keys at Facility Services at time/date specified on reservation to avoid \$25 fee.
5. Begin completing mileage log.
6. Turn in keys and log to Facility Services by specified date/time to avoid \$25 fee.

Note: These steps do not include additional requirements if students or other individuals are riding in the State-owned vehicle.

APPROVED:

Chad Gauthier
Campus Safety Officer

06/29/09
Date

Robert Karam
Executive Director of Facility Services

06/30/09
Date

David P. Manuel
Chancellor

07/06/09
Date

Authorization and Driving History Form

Name: _____ Drivers License No: _____
Address: _____ License Office No.: _____
City: _____ Expiration Date: _____
Class License: _____ Date of Birth: _____
Issue Date: _____ Date of Hire (current job): _____

Employed By: _____
Section: _____ Unit: _____
Job Title: _____
Immediate Supervisor's Name: _____
Is it this employee's primary purpose to drive vehicles? _____
Is a current Official Driving Record attached? _____
Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____
Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License:	Endorsements:	Restrictions:
A: Combinations Vehicle: ()	T: Double Trailer: ()	L: Airbrakes: ()
B: Heavy Straight Vehicle: ()	P: Passenger Vehicle: ()	Others: ()
C: Light Vehicle: ()	N: Tank Vehicle: ()	
D: Commercial Vehicle: ()	H: Hazardous Material: ()	
E: Personal Vehicle: ()	X: Combination N+H: ()	

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature _____
Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head
(or designated individual) _____
Date of Authorization

ACCIDENT REPORT

LOUISIANA STATE DRIVER SAFETY PROGRAM

Submit report to ORM
within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	1. Agency's Name	2. Person to Contact	3. Phone	4. Loc. Code
	5. State Vehicle Drivers Name (PRINT)	6. Drivers Social Security No.	7. Date of Accident	8. Time of Accident <input type="checkbox"/> AM <input type="checkbox"/> PM
9. Exact Location of Accident (Use street numbers, mileage markers, etc., to pinpoint location)				

10. DESCRIBE HOW ACC. HAPPENED	
11. Seat Belt in Use	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

STATE VEHICLE INFORMATION				
If other than vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.				
12. State Vehicle Driver's Address (Street No., City, State, Zip Code)			13. Home Phone	14. Work Phone
15. Driver's Lic. No.	16. Age	17. Sex <input type="checkbox"/> M <input type="checkbox"/> F	18. Vehicle Owner's Name and Address	
19. Year Vehicle	20. Make Vehicle	21. Model Vehicle	22. Body Type	23. Vehicle Lic. No./ Equip. No./Vin
24A. Where can Vehicle be Seen?		24B. Describe Damage		

OTHER VEHICLE INFORMATION				
If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).				
25. Other Vehicle Driver's Name		26. Driver's Social Security No.	27. Driver's License No.	28. Age
30. Other Vehicle Driver's Address (Street No., City, State, Zip Code)		31. Home Phone		29. Sex <input type="checkbox"/> M <input type="checkbox"/> F
32. Work Phone				
33. Vehicle Owner's Name and Address (Street No., City, State, Zip Code)				
34. Year Vehicle	35. Make Vehicle	36. Model Vehicle	37. Body Type	38. Vehicle I.D. No. or Lic. No.
39. Where can Vehicle be Seen?				
40. Other Vehicle Insurance Co.			41. Policy No.	
42. Describe Damage				43. Estimated Amount \$

INJURED						
44. Name and Address		45. Phone []	46. PED	47. Ins. Veh.	48. Other Veh.	49. Police Investigated? <input type="checkbox"/> Yes <input type="checkbox"/> No
44. Name and Address		45. Phone []	46. PED	47. Ins. Veh.	48. Other Veh.	49. Type Report: <input type="checkbox"/> Sheriff <input type="checkbox"/> State <input type="checkbox"/> City
44. Name and Address		45. Phone []	46. PED	47. Ins. Veh.	48. Other Veh.	49. Report No. (Item No.)

WITNESSES OR PASSENGERS							
50. Name and Address		51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone []	53. PED	53. Ins. Veh.	53. Other Veh.	53. (Specify)
50. Name and Address		51. <input type="checkbox"/> Witness <input type="checkbox"/> Passenger	52. Phone []	53. PED	53. Ins. Veh.	53. Other Veh.	53. (Specify)
54. State Driver's Signature			55. Name of Driver's immediate Supervisor and Phone No.				