

**NORTHWESTERN STATE UNIVERSITY**  
**DRIVER SAFETY PROGRAM**  
**October, 2008**  
**Revised February 2009**

**Purpose**

It is the intention of Northwestern state University to increase the safety of our employees, control the use of vehicles used in the performance of State related business, reduce the State's liability exposure, reduce loss expenses, achieve accountability, and meet the requirements of Louisiana Revised Statutes by establishing and maintaining an effective Driver Safety Program.

**General Information**

The policies in this section pertain to any university employee who needs to drive a motor vehicle as part of their employment.

Students

Students are not allowed to drive a motor vehicle on state business unless the University employs that student. Students are not allowed to drive University Vehicles or their personal vehicles on University business outside the city limits of their home campus. For example, if a student is employed at the Leesville Campus, then that student may not drive outside the Leesville city limits, and the same applies to all NSU campuses. Students are not allowed to drive University vehicles after normal working hours(7:30 am to 5:00 pm), unless the course and scope of their employment requires it. Additionally, the need for student workers to drive a motor vehicle must fall within the job duties of their employment. Examples of these include:

- A student worker who must travel for departmental needs, office needs, etc.
- Graduate Students working for the University

Undergraduate students not employed by the University are not allowed to drive any motor vehicle, including their own, while conducting business in the course and scope of the University. Exceptions for this should be requested in writing to the EH&S office by the department head at least two weeks prior to any scheduled travel.

All Employees

These policies apply whether employees or student workers drive:

- A state-owned motor vehicle on University Business
- Their personal vehicle on University business. (Must have liability insurance as required by law.)
- Driving to or returning from any other location for the purpose of conducting University business *is considered* university business.

Getting to the campus for work or returning from the campus after work *does not* constitute state business.

For more information on who needs to take the Driver safety course, please refer to Appendix 1 at the end of this document.

The University driver safety program shall be administered by the University Police Department and the Environmental Health & Safety Office.

## **Responsibilities:**

### **Authorized Driver Responsibilities**

- Operate only vehicles for which they are licensed
- Pass the Driver's Safety Program
- Report revocation of their Drivers License
- Operate vehicle in accordance with State, Parish, and local laws.
- Employee and student drivers are responsible for conducting themselves in a law abiding and professional manner when driving a motor vehicle.
- Report all traffic violations and accidents while driving on State Business to his/her immediate supervisor as soon as possible after such incidents and to University Police within 24 hours.
- Use the seatbelt while operating any vehicle on state business, and require that the seatbelts be used by all passengers in accordance with state law.
- Operate all vehicles with the restrictions on their operator's license.
- Cooperate fully with authorities in all post accident investigations and/or any accident related injuries.
  
- **Supervisors**
- Supervisors and administrators are responsible for making sure the employees and students they supervise follow these procedures.
- Allow only authorized drivers to operate vehicles.
- Insist that drivers develop safe driving habits by making necessary time for the REQUIRED Driver Training.
- Cooperate fully with authorities in all post accident investigations and/or any accident related injuries.
  
- **EHS Officer**
- Upon receipt of the Accident Report Form, DA2041, review it, make loss prevention recommendations, and sign the document. Forward the form to the Office of Risk Management at [ORM-DA2041@la.gov](mailto:ORM-DA2041@la.gov) or fax it to 225-342-4470.
- When Driver Safety Coordinator is unavailable, review and approve by signature or reject by letter, Authorization and Driving History Forms. Determine an employee's eligibility for the Driver Safety Program.
- Be designated by the President, as an authority for the Driver's Safety Program, and the backup person for the Driver Safety Coordinator.
- Develop, revise and update the NSU Driver Safety Policy.

### **Driver Safety Coordinator**

- Person must be designated by the President as the person responsible for the administration of the Driver Safety Program.

- Review and approve by signature or reject by letter, Authorization and Driving History Forms. Determine an employee's eligibility for the Driver Safety Program.
- Run and review official driving records for all persons requesting to become an authorized driver.
- Maintain Motor vehicle records and Authorization and Driving History Forms.

University Police are responsible for responding to motor vehicle accidents that occur on the campus.

The University has the right to refuse anyone the authority to drive any motor vehicle on University business based on public or occupational safety over and above those listed in this written program.

### **Driver Safety Procedures**

- All University drivers must possess a valid United States driver's license. Out of country driver licenses may not drive any motor vehicle on University business.
- All University drivers must submit a completed DA2054 to the Driver Safety Coordinator. This is typically done when a University driver takes an approved defensive driving training course.
- All University drivers must attend a defensive driving training course, preferably within three months of their employment. All University drivers must also attend a refresher course every three years after that.
- Travel requests for University employees that include driving a motor vehicle will not be approved unless the driver training is complete.
- All University drivers must report any motor vehicle accidents (University vehicles or personal vehicles on University business) to the University Police Department and complete a DA-2041 form.
- All State owned university motor vehicles shall be inspected regularly for safe working conditions.
- Authorized drivers may not drive State owned university motor vehicles with passengers who are not riding within the scope of university business (ex: transporting family members for personal reasons).
- **You will only be contacted if a non-valid Official Driving Record is received**---to clear up any discrepancies before authorization can proceed.
- Employees with out-of-state driver's license are required to obtain their Official Driving Record from the Department of Motor Vehicles which holds their current driver's license. This record must be submitted to the Driver Safety Coordinator and be authorized to drive prior to driving on any University business.

### **Driver History Authorization**

Before an employee or student is allowed to drive a motor vehicle, he or she must complete the DA2054 form entitled *Authorization and Driver History Form*. This form is used to:

- Provide valid driver license information to the Driver Safety Coordinator.
- Allow the EHS Officer or the Driver Safety Coordinator to request a driving record from the Office of Motor Vehicles.
- Determine whether the employee is a high-risk driver. (See high-risk driver in this section) This document is normally completed during the driver safety course.
- **You will only be contacted if a non-valid Official Driving Records is received**—to clear up any discrepancies before authorization can proceed.

## Instructions for completing the DA-2054-2-04 Form

Please print, so that all information can be easily read.

### Section 1

- Complete all blanks in this section.
- License class, endorsements, and restrictions can be obtained directly from any valid Louisiana driver license. This information is at the top of the driver's license, about your name.

### Section 2

- Complete all blanks in this section.
- Is it this employee's primary purpose to drive vehicles? Please answer Yes or No.
- Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? Please answer Yes or No.
- Date of Last Driver Training Course? Please indicate the date if you know the date, if not, please leave blank.

### Section 3

- License class, endorsements, and restrictions can be obtained directly from any valid Louisiana driver's license. This information is at the top of the driver's license, above your name.

### Section 4

- Drivers should read and understand the information written in section three before any signature is offered.

### Section 5 - For Safety Office Use Only

- The Driver Safety Coordinator is the University's designee. At the present time, this person is the Administrative Assistant at University Police.

### High-risk Drivers

Once a completed DA2054 form is received, the Driver Safety Coordinator or the EHS Officer shall request an Official Driving Record (ODR) for each University driver from the Louisiana Office of Motor Vehicles. The ODR lists any conviction codes associated with that driver.

Based on those conviction codes, a high-risk driver is one whose records indicate *any* of the items listed below.

- Three or more convictions, guilty, or no contender (no contest) pleas for any moving violation within the past 12 months
- One or more conviction, guilty, or no contender plea within the past 12 months for:
  - Operating or driving a motor vehicle while intoxicated
  - Hit and run driving
  - Vehicle negligent injury, Negligent Homicide, or Vehicular Homicide
  - Reckless operation of a vehicle
  - Driving with a revoked or suspended license

Authorized drivers who receive a revocation of their license or any conviction which changes their status to high risk (based on the information above) must report this information to the Driver Safety Coordinator immediately.

High-risk drivers will not be allowed to drive on University business for at least one year after the latest conviction, guilty plea, or no contender plea. Once an ODR is obtained and reviewed, the EH&S director shall notify in writing any high-risk drivers and their department head or supervisor the findings indicated in the

ODR record. This document shall indicate the reason for classifying the high-risk driver and the duration for his or her suspension.

Once that suspension has passed, the Driver Safety Coordinator shall review a new ODR for approval. Finally, high-risk drivers shall re-take the driver safety course before they are re-authorized to drive motor vehicles on state business.

Whenever a job requires an employee to drive but he or she is disqualified from the Driver Safety Program the following will happen:

1. The driver and the driver's supervisor will be notified in writing that the employee is an UNAUTHORIZED DRIVER and what steps must be taken in order to become an Authorized Driver.
2. Once the Official Driving Record is cleared. The Employee must take the Driver's Safety Course, and complete a new DA 2054.
3. The same process for Official Driving Records will be followed again.

### **Official Driving Records (ODR)**

Once a completed DA2054 form is received, the Driver Safety Coordinator or the EHS Officer shall request an Official Driving Record (ODR) for each University driver from the Louisiana Office of Motor Vehicles. The ODR lists any conviction codes associated with that driver.

Drivers are required to annually submit a DA 2054 to the Driver Safety Coordinator, so that their driving record can be checked. This document will be provided to drivers via e-mail, and should be returned immediately. Drivers not returning an annual DA 2054, will become unauthorized drivers, and will be listed as such in the database on the EHS website.

Annually, the EHS Officer or the Driver Safety Coordinator will check the driving record of every University driver for compliance with the Louisiana Office of Risk Management regulations. The Driver safety Coordinator shall maintain all of these records for a minimum of three years.

**You will only be contacted if a non-valid Official Driving Record is received**---to clear up any discrepancies before authorization can proceed.

Employees with out-of-state driver's license are required to obtain their Official Driving Record from the Department of Motor Vehicles which holds their current driver's license. This record must be submitted to the Driver Safety Coordinator and be authorized to drive prior to driving on any University business.

### **Defensive Driver Training**

Defensive driver training is required for every employee or student who wishes to drive a motor vehicle on state business. Whenever possible, all University employee and student drivers should take a training course within three months of their employment. Additionally, all employee or student drivers must attend another training course every three years.

The University offers the ORM approved defensive driver course entitled *Next Step Coaching*, sponsored by the National Safety Council. This is a two-hour, classroom oriented training course. Instructors for this course shall be University personnel who have been appropriately trained by ORM employees. If an employee wishes to become a defensive driver instructor, then he or she should contact the EHS Office at 357-4424. The Driver Safety Coordinator coordinates all Driver Safety Training.

Driver Safety courses shall be offered at least twice monthly to employees who need to train for the first time, or re-fresh their training. New employees shall be made aware of defensive driver training as part of their orientation training.

Classes will be announced via e-mail to the University Community. No reservations are required to attend these courses. When attending class, please bring an ink pen and your current Driver's License.

### **Accident Reporting and Record Keeping for Driver Safety**

Any university driver involved in a motor vehicle accident should:

- Dial 911: The appropriate police department and other emergency personnel shall respond accordingly.
- Complete an ORM DA-2041 Driver's Accident Report Form (see guidelines below).
- Contact the EHS Office at 318-357-4424 and University Police at 318-357-5431 as soon as possible.
- Each driver should have a DA2041 in their personal vehicle, if they use it for University Business. Each person will be given a DA2041 at the Driver Safety Training.

***Any person having an accident while driving for the state will be put on "No Driving" status. The "No Driving" status will remain until they retake the Safe Driver Program. (Revision 2/2009)***

### **DA-2041 Accident Reporting Form**

- All motor vehicle accidents shall be reported using the ORM DA-2041 Driver's Accident Report Form (A blank copy is included in this section)
- The EHS Office and the Driver Safety Coordinator shall be available to assist university drivers with completing this form.
- A blank copy of this form is included in the glove compartment of every state owned vehicle.
- University drivers who use their personal vehicle for state business should keep a blank copy of this form in the glove compartment of their vehicle in the event of an accident.
- Once completed, please fax the DA-2041 form to the EHS office at 357-4348 or e-mail it to the EHS Office.
- The University Police Department shall maintain all documentation associated with the university driver safety program including:
  - DA-2054 Driver Authorization Forms
  - ODR records from the Office of Motor Vehicles
  - Defensive driver training sign-in sheets
  - DA-2041 accident reports and investigations

## **University Policy - Moving Violations By Electronic Measures**

- University approved drivers are expected to follow all Federal, State, and Local laws, regulations, and ordinances while operating any vehicle in the course and scope of the State's business. This expectation also applies if enforcement is accomplished by electronic measures such as cameras, speed sensors, etc. This document addresses how the University will process moving violations identified by these electronic measures.
- Departments that operate State vehicles are encouraged to maintain and keep on file a written log documenting date, time, driver name, destination, etc.
- The registered owner of the vehicle is typically sent a Notice of Violation. For
- State-owned vehicles, this notice will be sent to the University along with any pictures attempting to identify the driver.
- The University will make every effort to identify the driver of the vehicle at the time of the violation. If successful, that driver will be responsible for paying any and all fees, fines, and penalties associated with the violation. The University Driver safety Coordinator or the EHS Officer shall send written notice to the driver of the violation and the driver must pay these monies to the University Cashier by check, cash, or money order within 14 days of that notice. The driver will be afforded any appeal opportunities allowed by the authority having jurisdiction. However, if the denial or proceeding of that appeal results in additional penalties, late fees, or additional fines, the driver will be responsible for this additional cost.
- If the University cannot identify the driver of the vehicle, the department responsible for the vehicle will be charged the applicable fees, fines, and penalties.
- The only exception to this policy is a Notice of Violation given to a vehicle driven by a University Police Officer who is acting in course and scope of the State's business, and in the act of responding to an emergency.
- The University shall not report any Notice of Violation to the Louisiana Department of Motor Vehicles or any insurance company. However, the University shall count the Notice of Violation as a moving violation on the driver's record in determining the driving status of the University driver.

## **Motor Vehicle Inspection Procedures**

All Northwestern State University, state-owned motor vehicles are maintained by the Equipment Repair department. These vehicles included maintenance trucks, vans for University departments to use, agricultural equipment for maintaining University grounds, and the van that supports the University transit system. It is important to keep these vehicles in safe working condition. Therefore:

- At least quarterly, each motor vehicle will be inspected for safety, to include at minimum:
  - Check all lubricating fluids
  - Check tires for proper inflation and condition
  - Check all lighting systems for proper condition
  - Check the battery for proper condition
  - Check the windshield wipers and vehicle glass for defects.
- These inspections shall be documented along with corrective action, if any noted on this documentation.
- If necessary, when motor vehicles are serviced for repairs, the items listed above shall be checked and deficiencies noted on the corresponding work order.

*This policy is approved and shall be distributed to all employees.*

## **Appendix 1: Who needs to take the Driver Safety Course?**

### **First we need to define some terms:**

**Employee:** An employee is any person that receives a paycheck from Northwestern State University. An employee can be Faculty, Classified Staff, Unclassified Staff, Wages of Labor, Adjunct Faculty, Student Workers, Graduate Assistants, and possibly any other classification not listed, as long as that person receives a payroll check from Northwestern.

**Any Motor Vehicle:** Any Motor Vehicle is a University Vehicle, or a personal vehicle used for University business.

### **So who needs Driver Safety:**

1. Any University Employee who need to drive any motor vehicle as a part of the course and scope of their employment at Northwestern State must take the Driver Safety Course.
2. Undergraduate student workers, and Graduate Student Workers who must drive any motor vehicle for any University business, must take the Driver's Safety Course.
3. Any exception to the above listed persons, should be made in writing to the EHS Office, at least two weeks prior to the event.

**Who does not need Driver's Safety?** Students who are Not Employed by the University do not need to take Driver's Safety. Traveling to activities that are part of the course duties (such as required field trips, student teaching, etc) are done at the risk of the student and are NOT covered by the Driver's Safety Course.

### **Driver's Safety Training**

Refresher Training for Drivers is required every 3 years.

Drivers are responsible for checking the Authorized Driver list to determine when they should take their Refresher Course. The date that the current course expires is listed by their name.

Drivers are required to annually submit a DA 2054 to the Driver Safety Coordinator, so that their driving record can be checked. This document will be provided to drivers via e-mail, and should be returned immediately. Drivers not returning an annual DA 2054, will become unauthorized drivers, and will be listed as such in the database on the EHS website.

Annually, the EHS Officer or the Driver Safety Coordinator will check the driving record of every University driver for compliance with the Louisiana Office of Risk Management regulations.



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  - Operating or driving a motor vehicle while intoxicated
  - Hit and run driving
  - Vehicle negligent injury, Negligent Homicide, or Vehicular Homicide
  - Reckless operation of a vehicle
  - Driving with a revoked or suspended license
  - Authorized drivers who receive a revocation of their license or any conviction which changes their status to high risk (based on the information above) must report this information to the Driver Safety Coordinator immediately.

Please direct any questions to University Police or EHS Office regarding this form.