



## Policy # 58003

# DRIVER SAFETY PROGRAM

**Effective Date:** August 1, 2022

**Responsible Office:** Office of Safety and Risk Management

**Division:** Operations

### I. Statement of Policy

Grambling State University's Driver Safety defines the requirements and procedures necessary to drive on state business for GSU according to the guidelines set forth by the Louisiana Office of Risk Management. For many, driving a vehicle is a necessary part of our everyday operations, which increases our vulnerability to risk. Although accidents will occasionally occur, being a good defensive driver lessens our exposure to incidents. It is important that every driver accept personal responsibility for his/her own well-being, as well as, for others who must share the road. It is the personal responsibility of all drivers to know and follow the traffic laws of the jurisdiction in which they are traveling, and to know they will be held personally accountable for any related violation.

This policy is in compliance with the Louisiana Office of Risk Management, Safety and Loss Prevention, and Claims Units rules and regulations as derived from (L.A. R.S. 39:1543) and the PPM49-travel guide, which is enforced by the Louisiana Office of State Purchasing and Travel.

### II. Purpose/Objective

The purpose of this policy is to reduce accidents, injuries, and property damage caused by motor vehicles. This policy will:

- Identify the various vehicular travel options for employees traveling on State business.
- Specify the requirements for a University employee to be certified to drive a vehicle when conducting State business.
- Provide instructions on how an employee is to respond should they be involved in a vehicular accident while conducting State business.
- Make recommendations on how to operate a vehicle, safely and to reduce your risk of being involved in a traffic accident.

### III. Applicability

This Policy applies to all employees or contractors of Grambling State University (GSU) who operate or drive personal or state-owned vehicles on official University business in the course of their employment.

### IV. Definitions

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



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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 (GSU President) or his designee authorizing the employee to drive (GSU Safety and Risk Management Director or Manager)

- V. **Contractor Authorization and Driving History Form: (DA 2055):** Record that is maintained by the University on each contractor who drives on state business.

The form includes the following information:

1. The contractor's current personal information (name, license number)
2. When a contractor was authorized to drive
3. The date of his/her last Defensive Driving class
4. Certification by the contractor that he/she maintains liability insurance as required by state law
5. The signature of the Agency Head (GSU President) or his designee authorizing the contractor to drive (GSU Safety and Risk Management Director or Manager)

**Authorized Driver:** An employee/contractor of GSU that has completed the following steps:

1. Taken the ORM Defensive Driving Course and sent certificate to the GSU Office of Safety and Risk Management.  
**NOTE:** Complete the ORM Defensive Driving course through [LEO](#), print the certificate. (BOTH Human Resources and the GSU Office of Risk Management need copies)
2. Filled out DA2054/DA2055 and send it to the GSU Office of Safety and Risk Management.
3. The GSU Safety and Risk Director or Manger has reviewed official driving history and signed DA2054/DA2055, and added driver/contractor to published, signed, authorized driver list online at [www.gram.edu](http://www.gram.edu) Safety and Risk Management.

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

**Employee:** Any individual that receives a paycheck from GSU 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



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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.

***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) or Contractor Driver Authorization Form (DA2055) has not been completed and signed by both the employee/contractor and Agency Head/Designee annually.



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6. The driver is a student not employed by the State of Louisiana.

**University Vehicle:** (State Vehicle) means any vehicle owned, leased and/or rented by Grambling State University. It also includes any privately owned vehicle used in due course and scope of employment.

**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).

### V. Policy Procedures

#### GSU Driver Safety Program Enrollment

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 GSU Office of Safety and Risk Management. The list is accessible by visiting <http://www.gram.edu> search Safety and Risk Management Department. Click on the link for Driver Safety Program, followed by clicking on the link for Current Authorized Driver List.
2. ONLY current employees and authorized contractors of GSU may be authorized drivers. This excludes: students who are not employees, vendors, candidates for future GSU employment, volunteers, etc.
3. Prior to becoming an Authorized Driver for the GSU, 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 GSU 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 obtain a Louisiana driver's license prior to enrolling in the Driver Safety Program. GSU 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 Camden, Arkansas or Marshall, Texas and working at the GSU in Grambling, LA is not required to get a Louisiana driver's license.



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4. In order to become an Authorized Driver for GSU 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 GSU 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. All new employees who plan to apply to become an Authorized Driver for GSU are required to complete the online defensive driving course within ninety (90) days of hire date.
  7. Employees/contractors must fully complete the Authorization and Driving History Form (DA2054) or Contractor Driver authorization Form (DA2055). 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. 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. The course is offered through [LEO. \(http://leo.doa.louisiana.gov/\)](http://leo.doa.louisiana.gov/) Additionally, All Authorized Drivers are required complete the Defensive Driver Training course at least once every three years. .
  9. A copy of both the Authorization and Driving History Form (DA2054) or Contractor Driver Authorization Form (DA2055) 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) or the Contractor Driver Authorization Form (DA2055) and the original copy of the defensive driving course completion certificate are submitted to the GSU Office of Safety and Risk Management. An official driving history shall be submitted to the GSU Office of Safety and risk Management from anyone maintaining an out-of-state drivers' license and domicile at the operator's expense.
  11. The GSU Office of Safety and Risk Management is located in the Facilities Management Building. Forms may be submitted by personal delivery. Fax, email, and scanned



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submissions are not acceptable because original signatures must be kept on file to satisfy audit requirements.

12. The GSU Office of Safety and Risk Management 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 GSU'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 GSU Office of Safety and Risk Management will order and review a copy of the Authorized Drivers' official driving record (ODR) from the State Office of Motor Vehicles each year. The GSU Office of Safety and Risk Management will order and review each ODR for five additional years following the initial authorization.
  - b. Authorized Drivers must repeat Defensive Driving Training and submit the defensive driving certificate every three years.
  - c. GSU 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) or Contractor Driver Authorization Form (DA2055) must be completed and submitted to the GSU Office of Safety and Risk Management within thirty (30) days 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. Policy Management and Responsibilities**

#### **RESPONSIBILITIES**

##### **Human Resources:**

1. Provide Defensive Driver Training through LEO to all new employees within the first 30 days of hire.
2. Provide a method to notify employees when to renew training. Driver authorization and driver's license expiration reviewed annually. Employees and contactors notified as appropriate.

##### **Supervisors:**

1. Supervisors shall ensure that only Authorized Drivers operate motor vehicles for official University business. The list is accessible by visiting <http://www.gram.edu> search Safety and Risk Management Department.
2. **Upon renewal** Supervisors shall provide adequate time and resources for each employee to complete the online defensive driving course.



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3. Supervisors shall ensure that all motor vehicle accidents and incidents are properly reported and that all documentation is properly filed and maintained.
4. Supervisors shall report to the GSU Office of Safety and Risk Management 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.

### **Authorized Driver:**

1. **Submit to the GSU Office of Safety and Risk Management**
  - a. A copy of Defensive Driver Training
  - b. Valid Driver License
  - c. Completed Driving Authorization and History Form (DA 2054) or Completed Contractor Driver Authorization Form (DA2055)
2. 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.
3. 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.
4. Authorized Drivers 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.
5. Report unsafe conditions and report any accident involving any vehicle that is being used for official University/state business.
6. 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.
7. Authorized Drivers must repeat the online defensive driving course within ninety (90) days of any conviction of a moving violation and provide certification to the GSU Office of Safety and Risk Management.
8. If assigned to a University/state owned vehicle, Authorized Drivers must complete
  - a. The Preventive Maintenance Form located in the University/state owned vehicle.



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### b. The Daily Vehicle Log

The Preventive Maintenance Form and Daily Vehicle Log should be kept in the vehicle and turned in by the Authorized Driver GSU Property and Receiving monthly.

### **GSU Office of Safety and Risk Management:**

1. Review submitted documents and certified that each applicant has completed an ORM recognized and approved defensive driving course.
2. Request (in state only) DMV record. If an employee/contractor possesses an out-of-state license, the Agency must either acquire a certified copy of the ODR from that state or require the employee/contractor to do so at his/her own expense.
3. Email status update to employees/contractors. If being removed, notification given.
4. Place employees on the approved Driver Authorization List. Distribute list through OneDrive to the Controller's Office, Internal Auditor, and make accessible at <http://www.gram.edu> search Safety and Risk Management Department.
5. May of each calendar year, The GSU Office of Safety and Risk Management will review official driving records (ODR) from the Louisiana Department of Public Safety. Out of state (within 90 miles of GSU) Authorized Drivers will need to provide the GSU Office of Safety and Risk Management a copy of their ODR.

Verification of each ODR includes:

1. Verify that the applicant's name, address, and driver's license number match information on the Driving Authorization and History Form (DA2054) or Contractor Driver Authorization Form (DA2055)
2. Examine the driver's license expiration date to ensure that the license has not expired. Review the driver's license class and any restrictions that may affect the Authorized Driver's ability to drive.
3. 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

### **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.





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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 to the GSU Office of Safety and Risk Management on the day of the accident. The Authorized Driver shall fully complete a Louisiana State Driver's Accident Report Form (DA 2041).
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. The report form should note whether or not the vehicle is University/state-owned, rented or personal.
7. The DA 2041 form shall be completed within 24 hours of all accidents and forwarded to the GSU Safety and Risk Management Director or Manager located at 1 Facilities Drive (Facilities Management Building). The [DA2041](https://www.doa.la.gov/media/jeee45jn/da_2041.pdf) form can be downloaded from [https://www.doa.la.gov/media/jeee45jn/da\\_2041.pdf](https://www.doa.la.gov/media/jeee45jn/da_2041.pdf)

The GSU Office of Safety and Risk Management, 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 GSU 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

### **VII. Exclusions**

#### **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, not operating, a state-owned vehicle or rental vehicle on behalf of the State of Louisiana.

#### **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 GSU driver safety program. However, all drivers of golf carts, utility vehicles, mowers, tractors, etc. operated on GSU property shall complete an ORM approved



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defensive driving course upon employment and every three years thereafter. Certificates will be maintained for review by the respective operator's supervisor in that GSU department.

### **Student Authorized Traveler**

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

## **VIII. 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.

The Grambling State University Office of Safety and Risk Management maintains employee driver licenses, Defensive Driver Training Certificate, and a copy of the employee's Department of Motor Vehicle driving record solely for the purpose of the Safety Driver Program. The Office of Risk Management in accordance with LAC Title 37.[2.1.1] states that its purpose is to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive state owned vehicles or personal vehicles on state business.

The Safety Driver Program does not include every employee. The Office of Safety and Risk Management obtains a copy of current driver's licenses, Defensive Driver Training Certificate, and a copy of the employee's Department of Motor Vehicle driving record from employees that seek driving privileges. **Authorized driver privileges is not mandatory** and is the responsibility of the employee to maintain current driving privileges. However, monthly reminders will be sent through email to the GSU distribution list from [safetyandriskmana@gram.edu](mailto:safetyandriskmana@gram.edu) to remind employees to check their authorized driver status.