



Southeastern Louisiana University

Safe Driver Program

As a state facility, we will adhere to all state laws and regulations pertaining to the State Safe Driver Program. We are committed to reducing and/or eliminating unnecessary risk to the individuals and the agency.

A. Driver Qualifications

1. Any driver with three (3) or more vehicle related convictions, guilty pleas, and or/ nolo contendere pleas in one (1) year will not be permitted to drive any state vehicle or their own vehicle on State business for one year.
 - a) It is the driver's responsibility to notify his/her immediate Supervisor and the Safety Office by the next business day when they get their third vehicle related conviction, guilty plea, and/or nolo contendere plea in one (1) year. Failure to report the incident will result in the driver not being permitted to drive any state vehicle or their own vehicle on State Business for eighteen (18) months.
2. Any driver with one (1) conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit/run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within a one year period, will not be permitted to drive any state vehicle, golf cart or their own vehicle on State business for one year.
 - a) It is the driver's responsibility to notify his/her immediate Supervisor and the Safety Office by the next business day when they get any conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated, hit/run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation. Failure to report the incident will result in the driver not being permitted to drive any state vehicle or their own vehicle on State Business for eighteen (18) months.
3. Driver applicant must possess an applicable valid operator's permit and is responsible for use and maintenance of permits appropriate to the vehicles to be driven.
 - a) If driving passengers in a van for University business, driver must have Class D (chauffeur) license.
 - b) Graduate students and student workers are **not** allowed to drive university **vans**.
4. Applicant will complete the Defensive Driver Course.
5. Applicant will complete and sign the Authorization/Driving History Form DA2054 and submit it to the Safety Office along with a copy of the Certificate of Completion from the Defensive Driver Course.
6. The Safety Director will check the Official Driving Record for all employees online through the Department of Public Safety.
7. After all Official Driving Record's are reviewed; the Human Resource Director, Vice Presidents, Physical Plant and the departmental Supervisor of staff who are disqualified from the State Safe Driver Program are notified.
8. All qualified drivers Official Driving Record's will be reviewed by the Safety Director. If the applicant meets the Safe Driver Program qualifications, the Safety Director will sign the Vehicle Authorization Form DA2054.

9. The Official Driving Record and Vehicle Authorization form DA2054 will be maintained in the Safety Office. The Safety Office will obtain Official Driving Record reports to recertify drivers annually through the State Office of Motor Vehicles.
10. Whenever a job requires an employee to drive but he or she is disqualified from the Safe Driver Program, the following recommendations will be made to the Department Head:
 - a) Non-permanent Employee: the employee will be removed from position to include termination.
 - b) Permanent Employee: the employee will be removed to include reassignment, demotion, or termination.
 - c) If an employee is promoted, reassigned or demoted into a position in which driving is an integral part, the employee must qualify for the Safe Driver Program in order to stay in the position and if the employee cannot qualify, the supervisor will implement one of the above.

B. Authorized Drivers Responsibilities

1. Operate only vehicles for which they are licensed.
2. Pass the Louisiana Safe Driver Course as specified by the Louisiana Safe Driver Program.
3. Report revocation of driver's license and must notify their supervisor of any driving citations received.
4. Operate vehicle in accordance with State, Parish, and local laws.
5. Report all traffic violations and accidents while driving on State business to his/her immediate supervisor as soon as possible after such incidents, but not to exceed 24 hours. If a third party, other than a state employee, suffers bodily injury, notify the Safety Director.
6. Use the seatbelt while operating any vehicle on State business, and require that seatbelts be used by all passengers in accordance with state law.
7. Operate all vehicles with the restrictions on their operator's license.
8. Cooperate fully with authorities in all post accident investigations and/or any accident related inquiries.

C. Supervisors of Drivers

1. Allow only authorized drivers to operate vehicles.
2. Insist that drivers develop safe driving habits by making the necessary time available for the required driver training.
3. Recommend those individuals with a genuine need to operate vehicles, who are known to be responsible drivers and who have acceptable driving histories to the Safety Office for authorization for entry into the Louisiana Safe Driver Program.
4. Review and approve the intended route of employees where appropriate.
5. Cooperate fully with authorities in all post accident investigations and/or any accident related injuries.

D. Safety Director

1. Insure the rules as outlined in this program are rigidly adhered to and violation of intent are addressed quickly, with appropriate action to correct undesirable performance.
2. Upon receipt of the Accident Report form DA-2041, review it, make loss prevention recommendations, and sign as Agency Head. Forward the form to the Office of Risk Management within five (5) days of receipt.
3. Review and approve by signature or reject Authorization and Driving History Forms. Determine the eligibility for the Safe Driver Program.
4. Administer the Louisiana Safe Driver Program at Southeastern Louisiana University.
5. Maintain Motor Vehicle records and Authorization and Driving History Forms.

E. Definition of State Owned Vehicle

Any vehicle that was purchased with State of Louisiana funds, repaired and maintained by the Physical Plant Services of Southeastern Louisiana University and are insured by the State of Louisiana Office of Risk Management.