



Southeastern Louisiana University

Safe Driver Program

PLEASE PRINT AND READ **ALL** INFORMATION AND DIRECTIONS

Use a computer with printer attached as you **MUST** print your certificate upon completion of the course.

- ✓ Turn off your Pop-up blocker as follows:
From Internet Explorer, click on Tools, Pop-up blocker – turn off.
- ✓ Access the URL address for On-line Driving Course as follows:

<http://www3.selu.edu/safedriving>
- ✓ Complete the course (takes 10-15 minutes) and **print your certificate**. You should see “Print Certificate” in the top left corner of your screen. IF NOT, press the Ctrl key and the letter P on your keyboard to get a print screen, and then click on OK to print your certificate.
- ✓ Complete and sign the attached **Authorization and Driving History Form (ADH form)**.
 - ❖ **For auditing purposes, The Office of Risk Management requires that the original signed Authorization and Driving History Form be on file in the Safety Office.**
YOU MUST DO THIS STEP: Mail a copy of your certificate, and the ORIGINAL of your completed and signed Authorization and Driving History Form to:

Safety Office
SLU 10452
Hammond, LA 70402

IMPORTANT INFORMATION - PLEASE NOTE:

- **IF YOU HAVE A LOUISIANA DRIVERS LICENSE** - Upon receipt of the certificate and signed ADH Form, your Official Driving Record (ODR) will be checked.
 - **IF YOU HAVE AN OUT-OF-STATE DRIVERS LICENSE**, You must provide the Safety Office with a copy of your Official Driving Record (ODR). You may obtain a copy of that record from your automobile insurance agent, or from the Department of Motor Vehicles in the state where you received your license. **Certification cannot be granted until your valid ODR is received**. When your valid ODR is received by the Safety Office, authorization will be entered in PeopleSoft for you to drive on University-related business.
- **You will only be contacted if a non-valid ODR is received - to clear up any discrepancies before authorization can proceed.**
- The course will be valid for 3 years from the date on your certificate.
- **Just completing the course online will not give you authorization to drive on University-related business.** You MUST send the certificate and the signed ADH Form to the Safety Office for processing and authorization. It usually takes 2-3 days (sometimes a week or more) from the time your documents are received until authorization can be entered into the PeopleSoft system, depending on how quickly we receive the ODR from Baton Rouge.
- For further rules and regulations, please go to the Safety and Hazardous Materials Management Office website: <http://www.selu.edu/admin/safety/index.html>

Authorization and Driving History Form

Name: _____
Address: _____
City: _____
Date of Birth: _____
Date of Hire (current job): _____
W# _____

Drivers License No: _____
State: _____
Expiration Date: _____
Issue Date: _____
Class License: _____

Employed By: Southeastern Louisiana University Department: _____
Job Title: _____ Office Phone: (____) _____ - _____
Immediate Supervisor's Name: _____

Class of License:

Endorsements:

Restrictions:

A: Combination Vehicle : () **T:** Double Trailer : ()
B: Heavy Straight Vehicle: () **P:** Passenger Vehicle : ()
C: Light Vehicle : () **N:** Tank Vehicle : ()
D: Commercial Vehicle : () **H:** Hazardous Material : ()
E: Personal Vehicle : () **X:** Combination **N+H** : ()

L: Airbrakes : ()
Others : ()

_____ (Initial) I have read and understand the Safe Driver Program Policy.

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

THIS SECTION FOR SAFETY OFFICE USE ONLY:

Is it this employee's primary purpose to drive vehicles? Y / N

Is a current Official Driving Record attached? Y / N

Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? Y / N

Date of last Driver Training Course? Month _____ Day _____ Year _____

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



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.
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.