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 contendre 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 contendre 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 contendre 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 contendre 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. A driver applicant must be an employee of the State of Louisiana. (Faculty, Staff, Graduate Assistant, Student Worker, etc.)

4. 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) Student workers are not allowed to drive university vehicles.

   c) Graduate assistants should be allowed to drive university vehicles, including vans with and without passengers, provided all other requirements (i.e., appropriate licensing, completion of driver training course, etc.) are met. Also, the purpose of the trip must fall within the scope of their work as a graduate assistant. In an effort to protect the employee/graduate assistant and University, the need to drive and carry the appropriate license should be included in the graduate assistant’s job description.

5. Applicant will complete the Defensive Driver Course.

6. Applicant will complete and sign the Driver Authorization Form DA2054 and submit it to the Safety Office along with a copy of the Certificate of Completion from the Defensive Driver Course.

7. The Safety Director will check the Official Driving Record for all employees online through the Louisiana Department of Public Safety. If you possess an out-of-state
driver’s license, then you must provide the Safety Office with your Official Driving Record.

8. 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.

9. 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 Driver Authorization Form DA2054.

10. The Official Driving Record and Driver 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 Louisiana State Office of Motor Vehicles. If you possess an out-of-state driver’s license, then it is your responsibility to annually provide the Safety Office with your Official Driving Record.

11. 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. All state employees must possess a Louisiana driver’s license if they are a Louisiana resident. New Residents have 30 days from the time residence is established to obtain a Louisiana license. If you are a non-resident and possess a valid license issued by another state, you are permitted to drive in Louisiana for a period of 90 days.

2. University drivers may not use any wireless telecommunication device (to include, but not limited to: cell phones, radios, walkie talkies, pagers, etc.) while driving any vehicle (including personally-owned vehicles) in the course and scope of the State’s business. This includes making and receiving calls, writing, sending or reading text messages, emails and other notifications while the vehicles wheels are moving. University drivers may use the devices when the vehicle is lawfully parked, or to report an emergency.

3. Operate only vehicles for which they are licensed.

4. Pass the Louisiana Safe Driver Course as specified by the Louisiana Safe Driver Program.

5. Report revocation of driver’s license and must notify their supervisor of any driving citations received.

6. Operate vehicle in accordance with State, Parish, and local laws.

7. 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.
8. Use the seatbelt while operating any vehicle on State business, and require that seatbelts be used by all passengers in accordance with state law.

9. Operate all vehicles with the restrictions on their operator’s license.

10. 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 Driver Authorization Form. Determine the eligibility for the Safe Driver Program.

4. Administer the Louisiana Safe Driver Program at Southeastern Louisiana University.


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.

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