

NORTHWESTERN STATE UNIVERSITY

DRIVER'S SAFETY PROGRAM & POLICY

Northwestern State University is committed to ensuring a safe workplace for all employees. NSU is required to develop a comprehensive loss prevention program to comply with the Louisiana Revised Statute Title 39, Section 1543 (LA R.S. 1543). Drivers Safety is a required component of the Loss Prevention Program.

Students, contractors, vendors, candidates for future employment, and volunteers shall not be authorized to drive for the University. Only Employees, who are required to drive in the course and scope of their employment with the University may become Authorized Drivers.

APPLICABILITY

The NSU Driver Safety program applies to all employees who operate a motor vehicle on official University business in the course and scope of their employment. A State Vehicle is any licensed motor vehicle owned, leased/rented by the State of Louisiana and/or Northwestern State University.

Please note that not all employees will have a need to drive a University vehicle, a rented/leased vehicle or their personal vehicle on University business, and therefore all employees are not automatically authorized to drive. Each request will be evaluated independently for approval.

The Driver Safety Program applies to all drivers of State Vehicles, and privately owned vehicles used on official University business.

The Driver Safety Program is applicable to all employees that receive a paycheck from NSU and who drive a motor vehicle on official University business.

This program applies to anyone who receives a paycheck from the University and who drives a motor vehicle on official University business in the course and scope of their employment.

DRIVER SAFETY COORDINATOR and/or DESIGNEE RESPONSIBILITIES

The President of the University has the ultimate responsibility for the Drivers Safety Program. The President has the option to designate an employee to oversee and enforce the Driver Safety Program.

At Northwestern State, the President has designated the Environmental Health & Safety Officer-Emergency Preparedness as the Driver Safety Coordinator. This designation is made in writing each year. Designation letters are located in the files with the Driver Safety Policy.

Responsible for the implementation of the Driver Safety Program and shall stress the importance of the Driver's Safety Program to all employees.

Responsible for authorizing employees to drive on University business, and ensuring that all employees complete all steps in the driver's authorization process.

Responsible for completing all the steps below in verifying an employee's authorization to drive on University business.

1. Verifies that each driver has a valid and properly classed driver's license.
2. Obtains official driving records (ODRs) no longer than every twelve (12) months, reviews them no longer than forty-five (45) days from the date the ODR is obtained, and ensures that all employees meet all requirements to be authorized to drive.
3. Certifies that each employee has completed an ORM-recognized defensive driving course within 90 days of making a request to drive. Northwestern State would prefer that employees that are requesting authorization to drive on University business, complete the training, and provide the certificate or training transcript with the other required paperwork for the authorization process.
4. Signs and dates the Driving Authorization and History Form (DA-2054). The DA-2054 can be used more than once if the Supplemental Signature Sheet is used and attached to the DA-2054.
5. Notifies the employee and the appropriate supervisor(s) which employees have been declared an unauthorized driver.
6. Maintains a list of employees that are authorized to drive or a list of those employees that are not authorized to drive.
 - a. Employees who are hired or terminated during the audit year are not required to be added or deleted from the list, except on an annual basis prior to the audit, per the Office of Risk Management.
 - b. The Internal Auditor at Northwestern State University requires that the list be updated periodically and that the list be distributed to the Motor Pool and the Travel Office.
 - c. High Risk Drivers must be added to or removed from which ever list Northwestern State is updating, and that must take place as soon as a High Risk is identified,
7. Ensuring that policies and procedures are established, implemented and updated as necessary to comply with the requirements of the Office of Risk Management.
8. Ensuring that training courses are available, conducted, and documented.

SUPERVISORS OF DRIVERS RESPONSIBILITIES

Supervisor shall:

1. Provide time for the employee to complete the ORM online defensive driving course.
2. Allow only authorized employees to drive on University business.
3. Report any revocation or suspension of an employee's driver's license to the Driver Safety Coordinator immediately.
4. Ensure that University vehicles are in safe operating condition, including completing the monthly inspection checklist.
5. Ensure that all deficiencies noted on the checklist and any preventative maintenance is completed and all is documented on the proper forms.
6. Ensure that all accidents and incidents are promptly reported to University Police, a police report is made, and photos of the vehicles are taken.
7. Ensure that after an accident/incident that the employees involved are all drug tested, as this is a requirement of ORM.

EMPLOYEES RESPONSIBILITIES

Employees shall:

1. Only operate vehicles on University business if they are required to do so in the course and scope of their job duties for the University.
2. Only operate those vehicles for which they are licensed and insured.
3. Be responsible for the safe operation of vehicles while on University business
4. Report any unsafe condition to their supervisor.
5. Report all accidents to University Police, no matter where the accident happens. They can be contacted at 318-357-5431.
 - a. Report accidents to Motor Pool Administrative Assistant so proper paperwork can be completed to report the accident to ORM.
 - b. Complete DA-2041: Accident Reporting Form—for accidents in University vehicles, rented/leased vehicles, or personal vehicles on University business.
6. Complete and sign the DA-2054: Driving Authorization and History Form.
 - a. By signing the form the employee indicates the following:
 - i. The employee has at least the minimum liability insurance on their personal vehicle.
 - ii. The employee's supervisor must approve the use of a personal vehicle on University business. A University vehicle or leased vehicle is encouraged.
 - iii. Agree to notify Supervisor if there is a change in any aspect of their driver's license, see form for specifics.
 - iv. Authorize University to obtain/access Official Driving Records from Louisiana, to comply with the State's Loss Prevention Program.
 - v. Received a copy of the Northwestern State University Driver Safety Policy.
7. Employees with Out-of-State Driver's License: If the employee possesses an Out-of-State Driver's License, then the employee is responsible for obtaining an official driving record from the state that issued their driver's license. The employee is required to do this at their own expense, and will be required each year, in order to continue as an authorized driver. If an ODR from the issuing state is not provided to the Environmental Health and Safety Office, the employee will become unauthorized to drive, until such is provided.
8. Immediately report any revocation of their driver's license or any convictions for any moving violations to their supervisor, but no later than the next business day.
9. NOT USE A 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 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 employee believes his/her personal safety is in jeopardy.
- Report or avert the perpetration or potential perpetration of a criminal act against the employee or another person.
- Engage in a call or write, send, or read a text-based communication while the vehicle is lawfully parked.

DRIVER AUTHORIZATION PROCESS

EMPLOYEE RESPONSIBILITIES:

Please remember that even though you go through this whole process, you may not be authorized to drive, because driving on University business must be conducted in the course and scope of your job duties at the University.

The employee shall complete the following, prior to becoming an authorized driver.

1. DA-2054: Driving Authorization and History Form: This form must be completed and signed by the EMPLOYEE ONLY. The information on this form is used to acquire the official driving records (ODR) for the employee from the Louisiana Department of Public Safety, Office of Motor Vehicles. This is only for employees have a Louisiana Driver's License. This form is required, and the original must be turned into the Environmental Health & Safety Office. The form is explained in detail under the Employee's Responsibilities section of this policy.

If the employee possesses an Out-of-State Driver's License, then the employee is responsible for obtaining an official driving record from the state that issued their driver's license. The employee is required to do this at their own expense, and will be required each year, in order to continue as an authorized driver. If an ODR from the issuing state is not provided to the Environmental Health and Safety Office, the employee will become unauthorized to drive, until such is provided.

2. PERSONAL INSURANCE INFORMATION: Must be provided and documented if a personal vehicle is to be used on University business. Please submit a copy of your insurance card, with other Driver Authorization documents. It is the employee's responsibility to provide a new card when the one provided expires. If proof of personal liability insurance is not available, then the employee will not be allowed to drive their personal vehicle, and must use a University vehicle or a rented/leased vehicle.
3. DEFENSIVE DRIVING TRAINING: Employee must complete and pass an ORM recognized defensive driving course. ORM states that you have 90 days, but Northwestern State requires that you take the course and provide the certificate or the Louisiana Employee's Online (LEO) Training Transcript at the time all other paperwork is provided to request an Authorized Driver Status. Defensive Driver Training is required every 3 years and the employee is responsible for knowing when their course expires. Environmental Health & Safety WILL NOT notify employees of their course expiring. If the course expires, the employee will be placed on the unauthorized driver list, and will not be allowed to drive on university business.

DRIVER SAFETY COORDINATOR: The Driver Safety Coordinator shall within 45 days of obtaining the Official Driving Records, review the ODR, and the DA-2054. If the employee meets all the requirements of the program, then the DA-2054 will be signed and dated. The DA-2054 Supplemental Sheet may be signed on subsequent years if all of the qualifications are met.

LISTING OF DRIVERS: The Driver Safety Coordinator will maintain a list of authorized or unauthorized drivers, as the University sees fit. Any person that is determined within the fiscal year to be a high risk driver will be removed from the authorized list and placed on the unauthorized list, whichever list the agency is updating.

- Employees who are hired or terminated during the audit year are not required to be added or deleted from the list, except on an annual basis prior to the audit, per the Office of Risk Management.
- The Internal Auditor at Northwestern State University requires that the list be updated periodically and that the list be distributed to the Motor Pool and the Travel Office.
- High Risk Drivers must be added to or removed from which ever list Northwestern State is updating, and that must take place as soon as a High Risk is identified.

MOTOR POOL ADMINISTRATIVE ASSISTANT: Shall establish a policy for employees to obtain a Fuel Trac card in order to purchase fuel for vehicles. This policy is required by the NSU Internal Auditor to be established, implemented and documented by the Motor Pool Administrative Assistant. Please contact the Motor Pool for a copy of that policy.

OTHER ASPECTS OF THE DRIVER SAFETY PROGRAM:

MOTOR POOL ADMINISTRATIVE ASSISTANT:

- Shall establish a policy for employees to obtain a Fuel Trac card in order to purchase fuel for vehicles. This policy is required by the NSU Internal Auditor to be established, implemented and documented by the Motor Pool Administrative Assistant. Please contact the Motor Pool for a copy of that policy.
- Shall ensure that unauthorized drivers do not use University vehicles or rented/leased University vehicles.

HIGH-RISK DRIVERS: High risk Drivers shall not be authorized to drive vehicles on state business from the date of discovery for a minimum of 12 months. High-Risk drivers are those individuals:

1. Having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous 12 month period, or
2. Having a single conviction, guilty plea, or nolo contender 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 12 month period.
3. If an Authorized Driver becomes a high risk driver, they shall immediately be removed from the authorized drivers list for a 12 month period from the date of discovery.
4. High Risk Driver to Authorized Driver:

Once the 12 month period has passed, an employee may begin the process again to become an authorized driver for the University. This includes the following steps:

Official Driving Record must be clear. Employee should ensure this is done.

Take online Driver's Safety Training Course, and print certificate.

Complete and sign a new DA-2054.

Turn all required paperwork to the Driver Safety Coordinator.

The Authorization Process will then start.

UNAUTHORIZED DRIVERS: If an employee is not authorized to drive, that employee and his/her supervisor shall be notified in writing that they shall not be driving on state business. If driving is not a part of the course and scope of the employees written job duties, then the employee will be an unauthorized driver.

The Motor Pool Office and the Travel Office are also notified of an Unauthorized Driver status.

The letters and all documentation related to the Unauthorized Status is maintained in the employees file in the Driver Safety Coordinator's Office.

The employee is not cleared to drive until confirmation is received by e-mail from the Driver Safety Coordinator.

Official Driving Records (ODR)

Once a completed and signed DA-2054 form is received, the Driver Safety Coordinator shall request an Official Driving Record (ODR) for each University driver from the Louisiana Office of Motor Vehicles.

An employee's signature on a DA-2054 remains in effect until the form is revoked by the University or until a new DA-2054 is executed.

Annually, 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.

Out of State Driver's License:

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.

The out-of-state official driving record must be submitted to the Driver Safety Coordinator for review. The employee must be authorized to drive prior to driving on any University business.

Any cost associated with obtaining a driving record for an out-of-state driver's license is the responsibility of the employee.

Defensive Driver Training

Defensive driver training is required for every employee who is required to drive a motor vehicle on state business in the course and scope of their job duties.

All University employee drivers should take a training course within 90 days of hire. Additionally, all employees must take the training course every three years as a refresher.

Employees must all take the same course, but the location of the online course is different depending on the employee's classification.

Full Time Employees

Driver's Safety is offered via Louisiana Employees Online (LEO).

The link for the course is: <https://leo.doa.louisiana.gov/irj/portal>

You will need your LEO Personnel number. This can be obtained from the Human Resources Office. It is a number that begins with "P". You must have it to take the course. Full time employees must take the course via LEO, so that there is a cumulative record of employee training.

Then follow on screen instructions. You will take the Defensive Driving Course.

All other Employees: Employees without a LEO Personnel Number, "P" Number.

Driver's Safety is offered via an online course through the Office of Risk Management.

The link for the course is:

http://doa.louisiana.gov/orm/Online_Courses/Defensive_Driving_313/player.html

Follow the online instructions to complete the course.

You will need to add your name to the "Certificate of Completion" and print certificate.

You must print the certificate, attach to the DA-2054, and the Driver Request Form,

All employees:

The certificate needs to be sent to the EHS office with a completed DA-2054 form. All forms must be completed in their entirety, please leave nothing blank.

All items need to be sent at the same time, for timely approvals.

Accidents and Reporting

Vehicular Accident: Any incident 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 it occurred or who was responsible.

If you are driving on University business, which would be in the course and scope of your job duties at NSU, then you must report the accident immediately.

On-Campus: Contact University Police at 357-5431 and request an officer to complete and accident report. Request that he take photos of the accident scene.

Off-Campus: Contact local law enforcement where you are located. All vehicular accidents should be reported to local law enforcement immediately. Contact local law enforcement by dialing 911.

All vehicular accidents should be reported by the driver/employee, within the time frame listed. Report the vehicular accident as listed below:

- Employee's Immediate Supervisor—immediately
- University Police Dispatcher—within hours of the accident, and
- Driver Safety Coordinator, via DA-2041 within 24 hours of accident.

Driver involved in vehicular accident must complete a DA-2041-Louisiana State Driver's Accident Report on the day of the accident, unless injuries prevent completing the form. If the driver cannot complete the form, the employee's immediate supervisor must complete and sign for the employee.

If an employee is injured in the vehicular accident, then a possible worker's compensation claim is involved. The employee must report the injury to the Environmental Health & Safety Office and an Employee

Accident/Incident Form must be completed to initiate the claim. This must be done immediately so that all paperwork will be filed in a timely manner. If the employee's injuries prevent him/her from completing the report, the employee's supervisor must complete the form and send it to the EHS Office.

All Employees who are the driver of a University vehicle, rented/leased vehicle or their personal vehicle on University business, MUST BE drug screened. NO EXCEPTIONS.

Contact the EHS Office for Drug Screen paperwork.

DA-2041: Accident Reporting Form

Must be completed for each vehicle accident that occurs on University business

The DA-2041 must be typed or printed, so that it is easily read. It must also be signed.

Must be completed for all vehicular accidents, no matter how insignificant the damage to vehicles.

The DA-2041 must be completed, signed and turned into the Motor Pool Administrative Assistant within 24 hours of the accident. No exceptions as there are time requirements to have vehicular accident information reports to the ORM Claims Unit or the Insurance Carrier that is contracted with ORM.

The DA-2041 may be faxed or e-mailed to the Motor Pool Administrative Assistant, but the original must be sent via campus mail. The original must be in the accident files.

The DA-2041 and an Instructions to complete the DA-2041 are included with this policy. A DA-2041 and instructions are in each University vehicle. This form must be completed with as much information as possible.

Failure of an authorized driver to report any vehicular accident may be cause for suspension of driver's authorization to drive on University Business.

Motor Pool Administrative Assistant Fax Number 357-5294

The Motor Pool Administrative Assistant will fax the DA-2041 to the ORM Claims Unit or the contracted Insurance Carrier. SEDGWICK 855-563-2447, within 48 hours of accident.

Back-Up for Paperwork:

The EHS Officer serves as the back-up for the Motor Pool Administrative Assistant and will file all paperwork for accidents in the absence of the Motor Pool Administrative Assistant. If you are unable to reach the Motor Pool at 357-5296, contact the EHS Officer at 357-4424.

Accident Reports from Law Enforcement

The driver involved in the vehicular accident must also obtain a copy of the Uniform Motor Vehicle Traffic Accident Report (police report) from the local, parish/county, or state law enforcement agency. This report is usually available within 10-14 days after the vehicular accident. This accident report is the responsibility of the driver, and if there is a charge associated with the report, the driver must pay that charge. The University is not responsible for any charges related to accident reports.

The DA-2041 should be sent within 24 hours of the accident and then the police report can be sent as soon as it is received from the originating agency. Do not hold the DA-2041 to wait on the police report.

Recordkeeping

The Driver's Safety Coordinator 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
- Certificate of Completion from Online Driver's Safety Course.
- DA-2041 accident reports and investigations
- Any documentation for high-risk drivers

The records shall be kept for a minimum of 4 years.

Motor Vehicle Inspection Procedures

All Northwestern State University, state-owned motor vehicles are maintained by the Equipment Repair Department within the Physical Plant. Equipment Repair reports directly to the Physical Plant Director.

Inspection Reports are the responsibility of each department assigned a University vehicle, but the Motor Pool Administrative Assistant is responsible for the documentation of the reports.

All repairs of University vehicles are handled by the Equipment Repair Department. If the vehicle cannot be repaired by the Equipment Repair Department, the department has the responsibility of taking care of the vehicle and the repairs.

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.

Inspection Reports:

- MV-4 form should be used by departments for monthly inspections.
- Should be completed by the employee that is assigned the vehicle or a specific person within each department.
- All preventative maintenance and repair costs should be recorded on this form.
- Are required on a monthly basis by the assigned departments.
- Should be turned in by the 15th of each month to the Motor Pool Administrative Assistant.

- Maintained by the Motor Pool Administrative Assistant.

Safety Audits and Compliance Reviews

Driver Safety Audits and Compliance Reviews are conducted by the State of Louisiana Office of Risk Management, or FARA. Audits are conducted on a 3 year rotation. In the years that audits are not conducted, the Office of Risk Management conducts Compliance Reviews.

Documentation, at a minimum, associated with the program include:

- Driver's Safety Policy
- DA-2054 & Supplemental Page
- Driver's Training Certificate (ORM approved course)
- Official Driving Record Report (one for each authorized driver)
- High-Risk Driver Notification and supporting documents
- DA-2041 (for each vehicular accident that has occurred)
- Uniform Motor Vehicle Traffic Accident Report for each vehicular accident
- All of the documentation listed above is kept on file in the Driver's Safety Office.

Inspection Reports for vehicles are kept on file in the Motor Pool Office.

Information regarding maintenance on vehicles is kept in the Equipment Repair Department.

Approval

This Driver's Safety Program/Policy is approved and shall be distributed to all employees via e-mail, safety meeting, and/or new employee orientation.

All employees are required to comply with the requirements of this program in order to be Authorized Drivers and to drive on University Business in the course and scope of their job duties. This includes University Vehicles, rented/leased vehicles, and personal vehicles used on University business.

The Driver's Safety Program is applicable to all employees and Authorized Drivers of Northwestern State University on all campuses.

DEFINITIONS

Agency Head: The highest authority within a subsidiary of a Department. At Northwestern State University, the Agency Head is the University President. The University President has the authority to designate a person as the Agency Head for the signing of the Driver Safety Authorization Forms.

Authorization and Driving History Form (DA 2054): Record that is maintained by the Agency on each employee who drives on State Business.

Authorized Driver: An authorized driver is an employee of the University, that is required to drive a state-owned, rented/leased vehicle or employee's personal vehicle, in the course and scope of their job duties; that has passed an ORF recognized Safe Driver Training Course; has a completed, signed and approved DA-2054 (Authorization and Driving History Form); and has an Official Driving Record that is clear of any high-risk citations.

Authorized Traveler: A non-state employee, traveling in a state-owned, rented/leased vehicle or employee's personal vehicle on behalf of the University approved by the appropriate University Vice President on official University business. The Authorized traveler is not authorized to drive the state-owned, rented/leased vehicle or employee's personal vehicle at any time during the approved trip. Authorized travelers are required to sign a Hold Harmless Agreement and those are to be kept on file in the departmental office.

Designee: Individual specifically designated by the Agency Head to act on their behalf.

Driver Safety Coordinator: Agency Head or an individual designated in writing by Agency Head to plan, organize, direct, and control the Driver Safety Program for the Agency.

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.

Guilty Plea: The admission of guilt from the defendant to each charge of the commission of a violation.

Hold Harmless Agreement: This is an agreement acknowledging the fact that the state assumes no liability for any loss, injury, or death resulting from authorized travel, agreement must be signed as part of the approval process. Hold Harmless Agreements must be kept on file in the departments with the travel authorizations.

High-Risk Driver: Individuals having three or more convictions, guilty pleas and/or nolo contendere plea for moving violations or individuals having a single conviction, guilty pleas or nolo contendere 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 (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.

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

Moving Violation: A moving violation occurs whenever a vehicle is in motion.

Negligent Injury: The inflicting of any injury upon a human being when caused proximately or caused directly by an offender engaged in the operation of, or in actual physical control of any motor vehicle, aircraft, watercraft, or other means of conveyance whenever any of the following conditions exist:

- The operator is under the influence of alcoholic beverages.
- The operator's blood alcohol concentration is 0.08 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood.
- The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964.
- 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 a prescription.
- 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 or drugs that substantially exceed the dosage prescribed or the dosage recommended by the manufacturer of the drug.

Nolo Contendere - "No Contest": Has the same effect as a pleas of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

Official Driving Record (ODR): Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents. Obtained from the Office of Motor Vehicles in each state.

Reckless Operation: The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

State Business/University 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.

State Vehicle: Any licensed owned, leased and/or rented by the State of Louisiana.

Unauthorized (NOT Authorized) Driver: A driver shall be considered "NOT" authorized if any of the following occur:

- Meets the high-risk driver definition
- Does not complete/pass the ORM-recognized driver course within the allowed time period
- He/she does not hold a valid driver's license
- The ODR isn't cleared of all flags.
- Has not completed a NSU Driver Request Form.
- The Authorization and Driver History Form (DA2054) has not been completed and signed by both the employee and the Agency Head/Designee annually.
- Is a student that is not employed by Northwestern State University.

Vehicular Operation while Intoxicated: A vehicle operator shall be considered under the influence when:

- The operator is under the influence of alcoholic beverages; or
- The operator's blood alcohol concentration is 0.08 or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or
- The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964; or

FAQ: 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 person receives a payroll check from Northwestern.

Motor Vehicle: A Motor Vehicle is a University Vehicle, rented/leased vehicle or a personal vehicle used for University business.

So who needs Driver's Safety?

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.

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, club sports(Intramurals are club sports), extracurricular activities etc.) are done at the risk of the student and are NOT covered by the Driver's Safety Training Course or the Universities Liability Insurance.

Driver's Safety Training

Refresher Training for Drivers is required every 3 years.

Employees are responsible for knowing when they need to re-take the Driver's Safety Training Course. The Driver's Safety Coordinator will not send out notices.

Employees are required to take the Driver's Safety Training Course and submit a DA 2054 to the Driver Safety Coordinator, within 90 days of employment. This is used to obtain the employee's official driving record.

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

FORMS:

DA-2054: Driver Authorization Form & Instructions to Complete DA-2054

DA-2041: Accident Report & Instructions to complete DA-2041