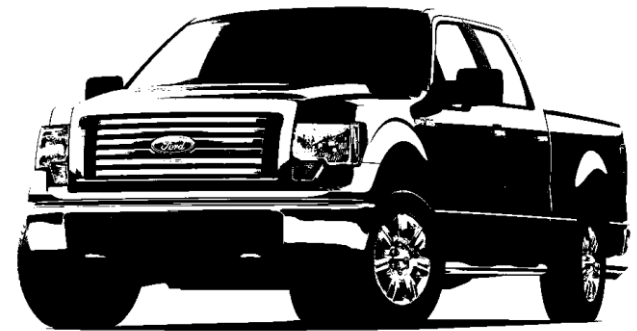


Delgado

COMMUNITY COLLEGE




Driver Safety Program

PURPOSE

- **Address Safety**
- **Achieve Accountability**
- **Meet ORM and LPAA Requirements**


Responsibilities

Employees

- ▶ Enroll and complete training within 3 months of employment, renew annually.
 - ▶ Adhere to the safety rules of the Driver Safety Program as well as all motor vehicle laws.
 - ▶ Submit ***fully completed*** travel request at least 24 hours beforehand.
 - ▶ Comply with the check in/check out procedures.
 - ▶ Fill out travel log completely.
- 

Responsibilities

Supervisors

- ▶ Recommend employees for driver authorization only who have a genuine need to operate College vehicles.
 - ▶ Ensure that these employees have the opportunity to enroll in a Defensive Driving Training Course within three months of employment as required.
 - ▶ Approve travel requests.
- 


Responsibilities

Campus Site Manager

- ▶ Ensure all necessary forms are kept in the glove compartment.
- ▶ Maintain the State of Louisiana DA MV-3/MV4 Daily Vehicle Log Form (located in vehicle).
- ▶ Approve Vehicle Requests.
- ▶ Upon return of vehicle, ensure that keys and logs are returned, trip information is entered on the vehicle's State of Louisiana DA MV-3 Daily Vehicle Log Form (located in vehicle), and the condition of the vehicle is checked.
- ▶ Forward copies of vehicle log forms to Transportation Coordinator at the end of each month.

Responsibilities

Transportation Coordinator

- ▶ Ensure that all vehicles in the Delgado Fleet Vehicle Pool are in good mechanical condition with functional safety equipment.
 - ▶ Approve and maintain file of approved vehicle requests for one year.
 - ▶ Submit reports to appropriate departments and agencies.
 - ▶ Issue Fueltrac PIN numbers.
- 

Who Is An Authorized Driver?



An Authorized Driver

A Delgado Employee

- Authorized to operate vehicles for which there is a genuine job requirement and for which they are licensed and trained.
 - ❖ This determination shall be made annually.



Also

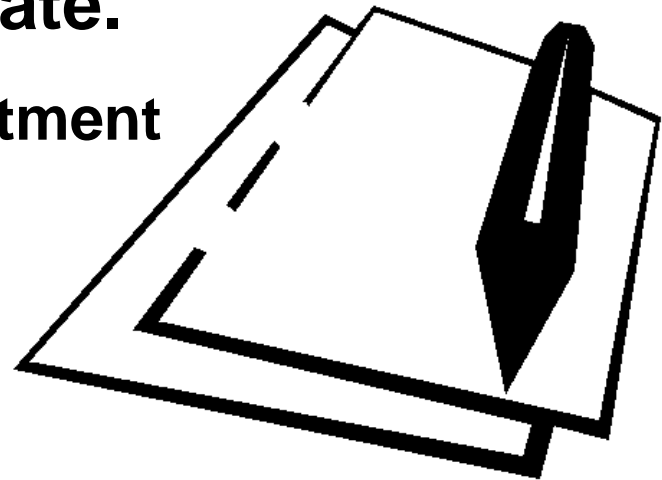
- Delgado Advisors and consultants.
- Members of boards, commissions and advisory councils.



How Do I Become An Authorized Driver?

SUBMIT THE FOLLOWING TO THE DCC POLICE DEPARTMENT

- **Authorization and Driving History Form (DA2054).**
- **Defensive Driving Course certificate.**
 - ❖ **Both are located on the Police Department webpage.**





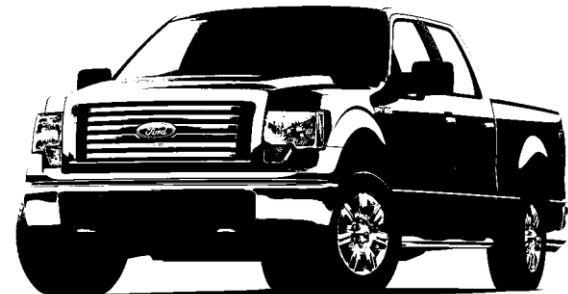
High Risk Drivers

INDIVIDUALS HAVING WITHIN THE LAST 12 MONTHS

- **3 or more convictions, guilty pleas or no contest pleas for moving violations.**
- **A single conviction, guilty plea or no contest plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation.**

Types of College Vehicles

- **Vehicles privately owned used in the course and scope of employment.**
- **Vehicles owned by Delgado.**
- **Vehicles rented or leased by Delgado.**



Procedures for Privately Owned Vehicles

- Drivers must have authorization to drive.
- Reimbursements are approved in accordance with the College's Professional Leave and Travel policy.
- Requests for reimbursement of routine field travel must be submitted to the Accounts Payable Office within two (2) weeks after the end of each month.
 - ❖ An LPAA MV7 form must be submitted with each request.

PERSONAL VEHICLES

Accidents

Do not assume responsibility for accident!

- **Call local police and supervisor immediately.**
- **Fill out police report and get accident report number.**
- **Complete State of LA Accident Report Form DA 2041.**
 - ❖ **Provide Transportation Coordinator with a copy.**




Procedures for Fleet Vehicles

- To request the use of a Delgado fleet vehicle, complete a Vehicle Request Form on




- ❖ Located under the Resources Tab on the homepage.
- ❖ No usernames or passwords required.
- ❖ Fill out form completely.

- The supervisor and/or campus site manager will receive an email for approval before final approval.
 - Once fully approved, an email will be sent to the requestor with check out and return instructions.
 - Keys can be picked up from the Transportation Coordinator or the campus site manager.
- 

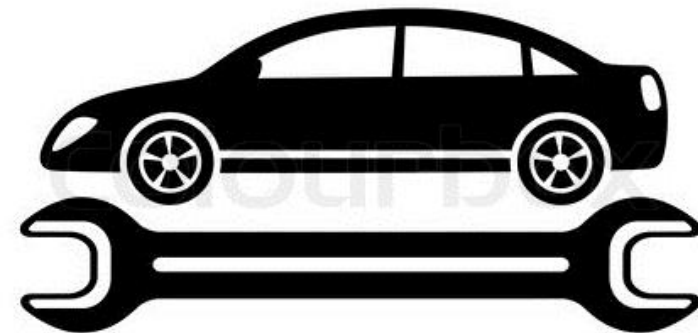
FLEET VEHICLES

Rules and Regulations

- ▶ Each fleet vehicle shall have a designated overnight storage site on campus.
 - ▶ All vehicles should have a travel log, Fueltrac card and paperwork located in the vehicle.
 - ▶ Each fleet vehicle shall have the appropriate Delgado Community College identification permanently affixed to both the driver and front passenger doors.
 - ▶ Unauthorized passengers should not be transported in College vehicles unless granted an exception by an supervisor.
- 

Fuel/Repairs/ Service

- The Transportation Coordinator will:
 - ❖ Issue a Fueltrac pin number for each driver.
 - ❖ Coordinate all services and repairs.



FLEET VEHICLES

Accidents

- ▶ **Report** any traffic violation or accident to supervisor, campus site manager and the Transportation Coordinator soon as possible.
- ▶ **Do not assume responsibility** for accident.
- ▶ **Call local police immediately.**
- ▶ **Request medical assistance, if required.**
- ▶ **Protect** against further damage.



FLEET VEHICLES

Accidents

- ▶ **If out of town or after hours**
 - ❖ **Record details** and images of accident, including extent of injuries or property damage, road and weather conditions, and how accident occurred.
 - ❖ **Complete** appropriate sections of the State of Louisiana Accident Report Form (Form DA 2041) as completely and accurately as possible at the scene of an accident
 - ❖ **Provide** supervisor and Transportation Coordinator with details of the accident and a copy of a completed Accident Report Form, upon return to Delgado.

