

## **POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>DRIVER SAFETY PROGRAM</b>
<b>EFFECTIVE DATE:</b>	<b>September 21, 2004*</b> <i>(*Procedural Update 12/10/13; ORM Regulations Update 3/28/12)</i>
<b>CANCELLATION:</b>	DCI 1381.1D (3/21/90) and DCI 1382.1 (2/16/87)
<b>CATEGORY:</b>	Safety (SF)* <i>*Initially Distributed as AD-1382.1A</i>

### **POLICY STATEMENT**

Employees are Delgado Community College's most valuable resource and their safety and security are essential to carrying out their responsibilities. Delgado's Driver Safety Program is designed to protect the health and welfare of employees, reduce the number and severity of accidents and thereby minimize the financial impact on the college and the state. The program is implemented in accordance with the State of Louisiana Office of Risk Management Driver Safety Program, [Louisiana Division of Administration General Travel Regulations](#), Louisiana Revised Statute 39:362, *Policies for Fleet Vehicles; Purchases of Vehicles; Specifications; Exceptions*, and Louisiana Administrative Code Title 34, Part XI, *Government Contracts, Procurement, and Property Control*, and the College's [Professional Leave and Travel](#) policy.

Specific procedures and responsibilities are outlined further in this memorandum.

### **PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

The purposes of this program are to address safety, control use of vehicles, reduce the State's exposure to liability and financial losses, achieve college accountability for safe driving, and to meet the requirements of the [State of Louisiana Office of Risk Management Driver Safety Program](#).

2. **Scope and Applicability**

This policy and procedures memorandum applies to all employees of Delgado Community College.

3. **Definitions**

For the purposes of this policy, the following definitions apply.

- A. ***College Vehicle*** means any vehicle owned, leased and/or rented by Delgado Community College. It also includes any privately-owned vehicle used in the course and scope of employment.
- B. ***System Vehicle Pool or Fleet Vehicle*** means any vehicle owned by Delgado Community College and under the jurisdiction of the Transportation Coordinator.
- C. ***Authorized Persons*** are Delgado employees, advisors and consultants, members of boards, commissions, and advisory councils, and others who have received appropriate authorization to utilize a college vehicle, system vehicle pool, or fleet vehicle.
- D. ***Accident*** is defined as 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.
- E. ***High Risk Driver*** means any individual having, within the last twelve (12) months:
- three or more convictions, guilty pleas and/or nolo contendere (no contest) pleas for moving violations; or
  - a single conviction, guilty plea or nolo contendere (no contest) plea for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operation of a vehicle or similar violation.

4. **General Provisions**

- A. Employees will be authorized to operate only those vehicles for which there is a genuine job requirement and for which they are licensed and trained. This determination shall be made annually.
- B. Employees authorized to operate College vehicles must complete Defensive Driving training within three (3) months of employment, and every three (3) years thereafter, possess a valid driver's license and have their Official Driver Record (ODR, i.e., the motor vehicle record of the driver) evaluated annually (see Section 5C). Only those employees with the appropriate credentials will be placed on the College's authorized drivers list and will be eligible for travel reimbursement. Drivers who are not authorized will not be allowed to drive a college vehicle nor be eligible for reimbursement if they use a private vehicle, in accordance with the College's [Professional Leave and Travel](#) policy.

- C. High risk drivers are suspended from driving on College business for one (1) year starting from the later of the reporting of the conviction(s) or the review of the Official Driver Record (ODR, i.e., the motor vehicle record of the driver) by the Delgado Police Department and are required to retake an approved driving course within three (3) months of the beginning of the suspension.
- D. The personal use of a state-owned or leased vehicle is prohibited with the exception of home storage commute miles if approved by the Commissioner of Administration through a State of Louisiana DA MV-2 Storage Authorization Form, in accordance with Louisiana Administrative Code Title 34, Part XI, 03.A.2.d "Vehicle Assignment."
- E. Each fleet vehicle shall have a designated overnight storage site on property owned or leased by the state, except for home storage as per section 4D above.
- F. Each fleet vehicle (excluding exceptions approved by the Division of Administration) shall have the appropriate Delgado Community College identification permanently affixed to both the driver and passenger doors.
- G. Unauthorized persons (persons not included in the definition of "authorized persons" in Section 3C) should not be transported in College vehicles. If an exception is granted by an appropriate supervisor, the passenger (or passenger's guardian) must follow procedures in Section 5A(5) and give written acknowledgement that the state assumes no liability for any loss, injury, or death resulting from said transportation.
- H. State-owned vehicles may be used for out-of-state travel only if permission of the Chancellor has been given prior to departure. If a state-owned vehicle is to be used to travel to a destination more than 500 miles from its usual location, documentation that this is the most cost-effective means of travel should be readily available in the College's travel reimbursement files.
- I. Any accident in which a College vehicle (includes personal vehicles on College business) is involved must be reported in accordance with instructions contained in this memorandum.

## 5. **Responsibilities and Procedures**

- A. Delgado employees and others using *College vehicles* will:
  - (1) Enroll in a Defensive Driving Training Course within three (3) months of employment and complete the [State of Louisiana Driver Authorization Form \(Form DA 2054\)](#) if it is deemed that the employee may potentially drive on official College business whether in a state-owned or state-leased vehicle or privately owned vehicle. The Driver Authorization Form must be completed

annually and the Defensive Driving Training Course must be completed every three (3) years to determine continued eligibility. Both the Driver Authorization Form and the training completion certificate must be submitted to Campus Police for processing. (Note: Until course is taken and Official Driver Record (ODR) is reviewed and processed, employees are not authorized to drive a fleet vehicle or be reimbursed for business use of a personal vehicle). Once documents are processed and eligibility is granted, employee's name will be added to the College's official authorized drivers list;

- (2) Operate the type of vehicle (state, rental, and/or personal vehicle) as approved to be driven on the [State of Louisiana Driver Authorization Form \(Form DA 2054\)](#) and only drive that type of vehicle(s) in a safe and responsible manner;
- (3) To request use of a Delgado fleet vehicle, submit an online [Vehicle Request Work Order](#) prior to the date the vehicle will be used;
- (4) If Delgado fleet vehicle use is approved, check out vehicle and obtain car keys, log book, and all necessary instructions; and
- (5) Ensure that no unauthorized persons are transported in state-owned or state-leased vehicles or personal vehicles while conducting College business. If an exception is granted by the appropriate supervisor, driver must secure the signature of the passenger (or passenger's guardian) on a [Passenger Liability Waiver](#), Form 1382/002;
- (6) Return Delgado fleet vehicle to the designated Campus/Site Vehicle Manager with keys and log book, which includes a [State of Louisiana Daily Vehicle Log \(DA-MV3\)/ Preventative Maintenance Form \(DA-MV4\)](#) for each Vehicle (form located in specific vehicle);
- (7) Report any traffic violation or accident to supervisor as soon as possible after such incident whether using a state-owned or state-leased vehicle or personal vehicle while conducting College business. And, in the case of an accident involving a Delgado fleet vehicle:
  - Do not assume responsibility for accident;
  - Call local police, Transportation Coordinator, and the Executive Dean's designated Campus/Site Vehicle Manager (if appropriate) immediately;
  - Request medical assistance, if required;
  - Protect against further damage;
  - Record details and images of accident, including extent of injuries or property damage, road and weather conditions, and how accident occurred;

- Upon return to Delgado, provide supervisor and Transportation Coordinator with details of the accident; and

- (8) 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 or immediately thereafter and give completed Accident Report Form to supervisor.

**B. *Supervisors of Drivers* will:**

- (1) Recommend for driver authorization only employees who have a genuine need to operate College vehicles;
- (2) Ensure that these employees have the opportunity to enroll in a Defensive Driving Training Course within three months of employment as required;
- (3) Review and approve employee requests for use of Delgado fleet vehicles.
- (4) Review all appropriate sections of and ensure accident reports are filled out completely and accurately and within twenty-four (24) hours of an accident, and submit report to the Compliance Office; and
- (5) If the accident was preventable, the supervisor should take appropriate corrective action.

**C. The *Delgado Police Department* will:**

- (1) Provide and maintain online Defensive Driving Training Course;
- (2) Request within two weeks of receipt of the [State of Louisiana Driver Authorization Form \(Form DA 2054\)](#), the Official Driver Record (ODR, i.e., the motor vehicle record of the driver) on the drivers who have successfully taken or retaken the Defensive Driving Training Course;
- (3) Maintain Defensive Driving Training Course and ODR records, including training completion certificates and Driver Authorization Forms, for all authorized drivers.
- (4) Annually evaluate/review, sign\* and date the ODR for all driver candidates and make available for review Driver Authorization Forms to College officials and State of Louisiana Office of Risk (ORM) Management (\*requires signature of the Chief of Delgado Police Department, who serves as the Chancellor's designee for driver authorizations).

- (5) Provide a list of drivers who are authorized to operate state-owned or state-leased vehicles and receive mileage reimbursement for the use of private vehicles while conducting official college business to the Executive Dean of each campus and site, the Controller's Office, and the Transportation Coordinator at the beginning of each fiscal year and the beginning of each quarter.
- (6) Once an employee has met ORM driving requirements, notify the employee in writing that his/her name has been added to the College's authorized drivers list. If an employee does not meet ORM driving requirements, notify the employee that his/her name will not be added or will be removed from the College's authorized drivers list.
- (7) Record and maintain authorized drivers lists and supporting documentation (training completion certificates, Driver Authorization Forms, and ODRs) by fiscal year, at minimum, the current and prior fiscal year.
- (8) Maintains all such drivers' records as required by the State of Louisiana Office of Risk Management.

D. The College's *Transportation Coordinator* will:

- (1) Ensure that all vehicles in the Delgado Fleet Vehicle Pool are in good mechanical condition with functional safety equipment;
- (2) Maintain electronic file of approved vehicle requests for one year;
- (3) Submit to the Controller a monthly report of Vehicle Usage, showing gasoline consumption, number of miles traveled, miles per gallon, and information on repairs and/or damages if appropriate, on each Delgado fleet vehicle. This report will be submitted by the 15<sup>th</sup> of each month covering previous month's usage; and
- (4) Submit a quarterly summary of the monthly Vehicle Usage Reports to both the Office of Facilities Planning (for monitoring purposes) and the Compliance Office (for use by the State of Louisiana Office of Risk Management).

E. Each Campus/Site Vehicle Manager, as designated by the respective Executive Dean, will:

- (1) Ensure an accident report forms packet, vehicle documentation, and a copy of this Driver Safety Program policy are kept in the glove compartment of each vehicle in the Fleet Vehicle Pool;

- (2) Maintain a separate log book for each vehicle, which includes a [State of Louisiana Daily Vehicle Log \(DA-MV3\)/ Preventative Maintenance Form \(DA-MV4](#) (located in vehicle).
- (3) Review and approve employee requests for use of Delgado fleet vehicles.
- (4) 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;
- (5) Maintain electronic file of approved vehicle requests for one fiscal year;
- (6) Forward copies of vehicle log/preventative maintenance forms to Transportation Coordinator at the end of each month.

F. The ***Compliance Office*** will:

- (1) As the College-designated Office of Risk Management claims office, review and complete accident reports and forward them with attachments to the State of Louisiana Office of Risk Management within five (5) working days from receipt; and
- (2) As the College-designated Office of Risk Management claims office, maintain records as required by the State of Louisiana Office of Risk Management.

6. **Cancellation**

This policy and procedures memorandum cancels DCI 1381.1D, *Use of Delgado System Vehicles*, dated March 21, 1990, and DCI 1382.1, *Delgado Driver Safety Program*, dated February 16, 1987.

*Attachments:*

[Passenger Liability Waiver](#) (Form 1382/002)

[State of Louisiana Daily Vehicle Log \(DA-MV3\)/ Preventative Maintenance Form \(DA-MV4](#)

[State of Louisiana Driver Authorization Form \(Form DA 2054\)](#)

[State of Louisiana Accident Report Form \(Form DA 2041\)](#)

*Policy Reference:*

Delgado Policy and Procedures Memorandum BA-1380.1D, [Professional Leave and Travel State of Louisiana Office of Risk Management Driver Safety Program](#)

Louisiana Revised Statute 39:362, *Policies for Fleet Vehicles; Purchases of Vehicles; Specifications; Exceptions*

Louisiana Administrative Code Title 34, Part XI

[Louisiana Division of Administration General Travel Regulations](#)

*Review Process:*

Compliance Office, Delgado Police Department, Transportation Coordinator 2/26/04;  
8/19/04

Business and Administrative Affairs Council 3/8/04; 8/27/04

Executive Council 9/21/04

Designated Risk and Safety Manager ORM Regulations Update 3/28/12

Designated Risk and Safety Manager Procedural Update 12/10/13

*Distribution:*

Electronic distribution via the College's Intranet  
Copy maintained in each fleet vehicle