



## DRIVER SAFETY PROGRAM

### Introduction

BRCC is committed to implementing a program that will provide a systematic method of screening, training, and accountability of employees who may be assigned to drive state-owned vehicles or personal vehicles on state business in the course and scope of their employment.

### Purpose

To establish regulations and procedures concerning the maintenance & operations of motor vehicles by employees; protect the health and welfare of employees; reduce the number and severity of accidents, minimize the financial impact on the College and the State; and regulate vehicle usage in accordance with Office of Risk Management (ORM). This policy applies to all employees of Baton Rouge Community College who operate a state-owned or personal vehicle in the course and scope of their employment.

### Definitions

- **Accident:** any incident in which the vehicle meets 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.
- **Authorized Driver:** employees who have met ORM driving requirements, EHS has confirmed eligibility and notified the employee in writing and he/she has been added to the College's Authorized Driver's list.
- **Authorized List:** A list of BRCC employees who are authorized, *pursuant to L.R.S. 39:1543* to operate state-owned or state-leased vehicles and eligible to receive mileage reimbursement for the use of private vehicles while conducting official college business.
- **Employee:** any person employed full or part-time by an institution or school.
- **State Vehicles-** any motor vehicle owned by the Board of an institution or a school in the system or purchased, rented, or leased from state funds.

## POLICY IMPLEMENTATION PROCEDURES

### I. General Provisions

A. Any employee, who drives a Baton Rouge Community College (BRCC) vehicle, a rental vehicle, and/or a personal vehicle on state business, must have a valid Louisiana driver's license. Some large vehicles may require a chauffeur's license and/or a CDL. When driving, or a passenger, the employee must obey all laws and drive in a safe and courteous manner. Notification must be given to the Director of Environmental Safety and the Director of Facility Services of any deficiencies and/or damages to the vehicle before leaving college property. State regulations require vehicle logs be kept for each state owned/operated vehicle utilized for state business.

To be authorized to drive a BRCC vehicle or drive any vehicle, whether owned/rented by the College or a personal vehicle on behalf of the College, the employee must receive prior authorization in writing from the Environmental Safety Department. Supervisors must identify employees who are or may be required to travel on state business. Supervisors must then ensure all motor vehicle policies/operating instructions are followed. If employee's primary job duty requires the operation of a BRCC vehicle, employment shall be contingent upon receipt of authorization as a BRCC driver.

1. Smoking in state vehicles is prohibited at all times.
2. Motor vehicles are maintained at Baton Rouge Community College to facilitate the official business of the institution.
3. All state vehicles shall be used in accordance with the provisions of this policy.
4. All drivers are required to have a driver's license appropriate for the size of vehicle to be driven.
5. Out-of State use of Baton Rouge Community College vehicles will be limited to athletic events and other institution or college sponsored activities. Other requirements should be met through the use of commercial fleets.
6. Baton Rouge Community College vehicles must be operated in accordance with city, parish, and state traffic codes. Vehicle operators must pay for traffic citations written while the vehicles were assigned to them.
7. Employees will only be added to the College's Authorized Driver's list, when EHS staff has reviewed the required criteria and processed all paperwork to determine eligibility. Driver's pending approval from EHS, or those employees who have not received confirmation of eligibility, will not be added to the College's Authorized Driver's List, thereby, prohibited from operating state vehicles, a rental vehicle, and/or qualify for travel reimbursement in the use of privately-owned vehicles.

## **B. Motor Pools**

Baton Rouge Community College is authorized to maintain a central motor pool from which vehicles may be dispatched by employees for official business.

## **II. Authorization**

**A.** *Only employees of an institution or school with proper departmental authorization may be authorized to operate a state vehicle for official business.* Authorization to use a state vehicle shall be limited to official use within the scope of employment of the employee. The Environmental Health & Safety Department is responsible for reviewing and evaluating the established criteria below to ensure employees are authorized to operate BRCC vehicles, vehicles within the system/fleet, or operate a private-owned vehicle.

### **B. Authorization Requirements:**

1. Employees must successfully complete the Defensive Driver's Training Course (on-line) and/or classroom driving safety course within (90) Days of employment; **After initial certification, driving training must be repeated every three (3) years.**
2. Employees must complete the Driver's Authorization Form (DA2054).
3. Employee must possess a valid Driver's License issued by any recognized state or territory of the United States of America.

4. Employees must have their Official Driver Record (ODR, i.e., the motor vehicle record of the driver) pulled and evaluated annually.

5. Both the Driver Authorization Form and the training completion certificate must be submitted to the Environmental Health & Safety Department for processing.

6. Once documents are processed and eligibility is granted, employee's name will be added to the College's official authorized drivers list, thereby authorizing the employee to operate a state vehicle, vehicles within the system/fleet, or operate a private-owned vehicle.

### **C. Authorized Drivers & Employee Responsibilities:**

1. The maximum number of moving violations and/or accidents allowed in a twelve (12) month period for an employee to receive approval as an authorized driver is three (3).

2. As part of the Louisiana Property Assistance Agency (LPAA) driving program, BRCC (state owned) vehicles are equipped with GPS trackers. The trackers provide driving and location information on the route, speed, duration, etc. of state owned vehicles as part of the Fleet Management Program. Any employee found to be in violation of state laws and/or the Driver Safety Program because of the GPS reports shall be subject to the same disciplinary measures as an employee issued a moving violation citation by any law enforcement officer.

3. Major moving violations such as driving while intoxicated (DWI) and/or under the influence (DUI), hit and run, or any felony or manslaughter violation involving the use of a motor vehicle not permissible. Such violations shall result in an immediate revocation of authorization and the employee shall be ineligible to drive on college business based on Administrative review for a period of one (1) year from the date of the violation. If the driver has more than one citation for a "major moving violation" within a rolling three (3) year period, the driver shall not qualify to drive on BRCC business for a minimum period of one (1) year from the date of the most violation (administrative review of the employees driving record may result in a revocation of driving privileges for up to seven (7) years).

4. Employees on the Authorized Driving List shall notify the Environmental Safety Department and the Administration of any moving violation within one business day of the receipt of the citation or conviction, or within one business day of any failure to appear notice relating to any citation for a moving violation. Failure to report a violation shall be grounds for disciplinary action up to an including termination.

5. Because a combination of three (3) moving violations and/or accidents in a 12-month period is the maximum allowable by the college, any employee who reaches three (3) such violations (either via the LPAA – GPS system and/or citations issued by law enforcement officers and/or a combination) and/or accidents shall be removed from the Authorized Drivers List pending review by Administration or for a minimum of one (1) year. (Non-preventable accidents do not count. National Safety Council Rule on determining preventable accidents will apply.)

6. An employee under suspension shall remain under suspension until their Motor Vehicle Record (MVR) is within the college's standards and/or they have met the full requirements of reinstatement. This shall occur when violations drop off the MVR at the end of a year. Any employee under driving suspension shall be subject to MVR review every six (6) months. In those cases where driving is an

integral duty of the employee, a violation of this policy may result in disciplinary action, including dismissal.

7. Employees who do not meet the above criteria and/or who have not received approval from the Environmental Safety Department shall not be included on the college Authorized Drivers List (database) and shall not be reimbursed for mileage until meeting these requirements. Special training classes and coaching using the on-line training program shall be available to assist anyone in meeting the established requirements.

### **III. Environmental Health & Safety and Responsibilities**

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 Director of EHS or Director of Public Safety), 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. *This list will be made available to the Site Administrators of each BRCC location Accounting & Finance to ensure protocol and accountability.*
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.

### **IV. Passengers in State Vehicles Shall Be Limited to the Following:**

1. Employees of the institution or school when within the scope of employment.
2. Students of the institution or school engaged in institutional or school sponsored activities.
3. Other persons when it is necessary for them to accompany an employee on official business or as guests of the institution or school.

### **V. Penalties for Misuse of Vehicles**

**A.** Employees who misuse vehicles will be subject to disciplinary sanctions, depending upon the magnitude of the misuse and the frequency with which it has occurred. Misuse includes any of the following:

1. Utilization of radar detection devices in state vehicles.

2. Violations of traffic laws; this included exceeding posted speed limits, reckless driving, and illegal parking, etc.
3. Careless operation that results in damage to the vehicle or injury to persons or property.
4. Use of a vehicle for personal business or unauthorized commuting purposes.
5. Use of a vehicle contrary to the provisions of this policy.

**B.** For each violation, the appropriate penalty will be determined, including but not limited requiring employees to pay for damages to the vehicle caused by misuse. In the event an employee misuses a state vehicle, he or she will be subject to one or more of the following penalties:

- Written reprimand or warning.
- Suspension without pay.
- Dismissal.
- Payment for damages to the vehicle.

*\*Exceptions- Any exception to this policy must be approved in writing by the Chancellor of the college.*

#### **VI. Purchase of Gasoline for State-Owned Vehicles**

When feasible, all employees who are on official travel for the institution or college should purchase gasoline for state-owned vehicles at Fuelman Service Stations. Expenditures incurred at other service stations must be justified in writing and attached to the invoice from the gas and oil vendor. The state vehicle tag number must be indicated on all receipts for gasoline purchases at other service stations. All employees are subject to this policy.

#### **VII. Accidents Involving State Vehicles**

- A. All accidents (minor/serious) involving state-owned vehicles must be reported *to local law enforcement in the applicable jurisdiction at the time of the accident*. Reporting procedures require that a Uniform Traffic Accident Report be taken on every accident involving a state vehicle.
- B. After reporting the accident to local law enforcement and returning to the College; Employees should notify the BRCC Campus Police Department. 225. 216.8001 (non-emergencies) or 225.216.8888 (emergencies).
- C. Accident victims desiring to claim damages due to motor vehicle accidents must complete a DA 2041 form. This form can be obtained by contacting the Environmental Safety Department by calling 225.216.8187 or 225. 216.8201. The Director of the department will process the form once it is complete.