



THE UNIVERSITY of  
NEW ORLEANS

**ADMINISTERED BY: Office of the Vice  
President for Business Affairs**

**Policy No:** AP-BA-59.2  
**TITLE:** Driver Safety Program  
**EFFECTIVE DATE:** March 14, 2014\*  
(\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Spring 2018

**PURPOSE**

The State of Louisiana at all levels is committed to the continuing, aggressive program of driver safety. Driver safety is designed to reduce the number and severity of accidents and thereby minimize the financial impact on state government. The purpose of the Driver Safety Program is to address safety, control use of vehicles, reduce the State’s exposure, reduce claims expenses, achieve accountability, and meet the requirements of R.S. 39:1543.

This policy should be considered as primary to all previous policies and procedure concerning the Driver Safety Program.

**AUTHORITY**

*LA R.S. 39:1543; State of Louisiana, Division of Administration, Office of Risk Management, Loss Prevention Manual; University of Louisiana System Policy and Procedure Memorandum M-8 (System Operational Safety Plan).*

**DEFINITIONS**

**Agency Head:** As used in this AP refers to the President of the University of New Orleans.

**Designee:** For the purpose of this AP, Agency Head Designee shall be the Vice President for Business Affairs, the Safety Officer and/or the Director of Environmental Health and Safety.

**High Risk Drivers:** Pursuant to the State of Louisiana, Division of Administration, Office of Risk Management, Loss of Prevention Manual, “High Risk” drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty pleas, and/or nolo contendere pleas for operating a vehicle while intoxicated, hit and run driving, vehicular negligent injury, reckless operations of a vehicle, or similar violation within a one year period.

**State and/or University Owned, rented, leased, or loaned vehicles:** All vehicles owned, rented, leased or loaned to the State of Louisiana and/or the University of New Orleans that are utilized for the conduct of State or University Business.

**Privately owned vehicles utilized for the conduct of State and/or University Business:** An individual's privately owned vehicle that is used by the individual as conveyance for the purpose of conducting business on behalf of the State and/or the University.

## **GENERAL POLICY**

### **1. The Components of the Driver Safety Program are:**

#### A. University Safety Policies and Procedures

- 1) AP-BA-48.2: "Use of University Motor Pool Vehicles."
- 2) Louisiana Office of Risk Management, "Driver Safety Program."

#### B. Communications/Organization

Louisiana Office of Risk Management, "Driver Safety Program."

#### C. Training

Louisiana Office of Risk Management, "Driver Safety Program."

#### D. Safety Audits and Record-Keeping

- 1) Louisiana Office of Risk Management, "Driver Safety Program."

### **2. Responsibility for Safety:**

Louisiana Office of Risk Management, "Driver Safety Program."

### **3. Accident Reporting:**

Pursuant to AP-BA-48.2; "Use of University Motor Pool Vehicles."

### **4. Insurance:**

- a. State and/or University owned, rented, leased or loaned vehicles are automatically provided with liability, comprehensive and collision insurance coverage by the Office of Risk Management.
- b. Privately owned vehicles utilized for the conduct of State and/or University business by a driver approved in accordance with this AP, will be afforded liability insurance coverage in excess of that currently existing on the vehicle by the Office of Risk Management.

Coverage for Comprehensive and Collision insurance coverage is not, in any case, extended by the Office of Risk Management to cover privately owned vehicles.

## 5. Procedures for Enrolling Drivers:

### Mandatory

All employees who operate State and/or University owned, rented, leased, or loaned vehicles,

OR

### Optional

Employees who wish the additional liability insurance protection afforded by the Office of Risk Management when they utilized their privately owned vehicles for the conduct of State and/or University business, must comply with following procedures.

- A. Faculty, Classified and Non-Classified Employees, including student workers, with a current State issued Driver's License.
  - 1) Obtain approval of their immediate supervisor.
  - 2) Complete Form [No. DA2054](#), Authorization and Driving History Form.
  - 3) Take the Driver's Safety class either on-line or in person with the UNO Risk Management Coordinator.
  - 4) Submit via campus mail, a completed form [No. DA2054](#), **and** a legible photocopy of their current state issued Driver's license, current insurance card, and certificate from the drive safety class to the, ATTN: Environmental Health and Safety Office.
  - 5) The Office of Environmental Health and Safety will obtain a copy of the individual's "Operator Driver Record (ODR)."
  - 6) Non Louisiana licensed drivers, must provide a valid "Operator Driver Record (ODR)", from the state which their license is from.
  - 7) Subject to a review of the individual's "Operator Driver Record (ODR)" in accordance with the Office of Risk Management's Loss Prevention Manual, the individual will be approved to operate a State and/or University owned, rented, leased, or loaned vehicles, and/or will be extended the State's liability insurance while they utilized their privately owned vehicles for the conduct of State and/or University business.
    - 7 (a) Those individuals with 1 or more violations on their driving record within the 12 months preceding the date of the ODR will be required to take the driver safety class with the UNO Risk Management Coordinator.
  - 8) The Environmental Health and Safety Office will maintain a current record of those individuals who have received approval. ([Please see current approved drivers lists](#))

- 9) Only approved drivers will be allowed to sign for and/or operate State and/or University owned, rented, leased, or loaned vehicles.

**6. "High Risk" Drivers Restrictions:**

"High Risk" drivers, as defined above, will not be approved to sign for nor operate State and/or University owned, rented, leased, or loaned vehicles, nor will the State's liability insurance be extended while they utilize their privately owned vehicles for the conduct of State and/or University business.

A handwritten signature in blue ink, appearing to read 'JW Nicklow', is positioned above the typed name.

John W. Nicklow, Ph.D.  
President  
University of New Orleans

*\*Policy Updates:  
Revisions: 8/3/2016*