

## Q. Vehicle Operation

### 1. Inspection

- a. Operators shall be responsible for visually checking the vehicle for safety prior to placing it in motion. Each vehicle's safety features should be checked before use each day, using the appropriate checklist for each department.
- b. Department supervisors shall be responsible for assuring that fluid levels are checked at least weekly for vehicles used on a routine basis. Other vehicles should be checked before each use.

### 2. Training

- a. Operators of vehicles must be properly licensed for the vehicle being driven. For example, drivers of vans and buses which carry 16 or more passengers must have a commercial drivers license with passenger endorsement.
- b. All vehicle operator shall be trained and have motor vehicle records checked in accordance with the Safe Driver Program located in the appendix.

### 3. Accidents

Accidents in state vehicles and in personal vehicles being used for state purposes shall be reported as soon as possible to the appropriate supervisor.

### 4. General

- a. Vehicle operators shall know and observe all traffic laws.
- b. At least a 2 second following distance will be kept at all times. Following distances will be increased in adverse conditions to at least 3 seconds.

### 5. Safe Drivers Program

The L.S.U. Safe Driver Program shall be followed by all employees and can be found below.

#### Safe Driver Program

LSU will follow the guidelines for a driver safety program as outlined in the Loss Prevention Manual of the State Office of Risk Management. The following administrative procedures should be followed in carrying out this program.

#### Driving Record Checks

Driving record checks are required to be made annually on staff and faculty drivers, including student workers, who drive state vehicles or personal vehicles on state business. State vehicles are defined as those licensed vehicles owned, leased or rented by the State of Louisiana. In order for this to be accomplished, each department head must annually submit a Driver History and

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Authorization Form (DA2054-LSU) to the Property Management Office on each driver in their department who is expected to drive on a routine basis. Forms do not have to be supplied for students or employees who may only be asked to drive in emergency or non-recurring circumstances. In these cases, the supervisor must assure that the driver possesses a valid driver's license for the type vehicle to be driven prior to authorizing the driving assignment.

Property Management will then submit a listing of the drivers to the Office of Motor Vehicles to obtain driver history records for evaluation.

On hiring new employees, the hiring supervisor must determine the new employee's driving status based on the job description and assure that the new hire is not a high risk driver prior to hiring.

Upon reviewing the driving record and discovering that a driver is possibly a "high risk driver," the Property Management Office or department head will immediately send the driving history information to the Office of Environmental Health and Safety for a final determination on driving status. The Director of EHS (or designee) will issue a letter to the Department head of any employee determined to be "High Risk Driver".

Employees who drive on university business are expected to report any revocation of their driver's license or any moving violations received, to their supervisor. This reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle.

A "high risk driver", who, under the State Office of Risk Management guidelines should be prohibited from driving on University business, is defined as:

- An individual who has three or more convictions, guilty pleas and/or nolo contendere pleas for moving violations in a single year, or
- An individual who has a single conviction, guilty plea 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 a single year.

Note: Other situations may exist where an individual should not drive for safety reasons. Under such circumstances, driving privileges may be withheld by the supervisor until the problems are resolved.

#### Defensive Driving Training

Defensive driving training must be provided to employees who will drive state vehicles on a regular, routine basis. Training is available on-line to employees. ([www.ehs.lsu.edu](http://www.ehs.lsu.edu)).

Department heads are responsible for obtaining this training for new drivers, and for assuring that the training is repeated every three years. Safe Driving training may be scheduled as part of follow-up action when a driver has a preventable accident, any moving violation conviction or when driving performance or history reveals a need for additional training.

Records of this training must be kept by the departments. Training assistance can be obtained from the LSU Office of Environmental Health and Safety (EHS).

### Accident Reporting and Investigations

Vehicle accidents must be reported and investigated in a timely manner using form DA2041. Copies of this form may be obtained from the LSU Office of Risk Management.

Automobile claims arise when Louisiana State University (LSU) is legally liable for bodily injury or property damage caused by the use of University owned, rented or leased automobiles.

All claims for liability or physical damage to state-owned, leased or rental vehicles are to be reported to the LSU Risk Management. If a loss involves property damage estimated at \$5,000 or more, or involves bodily injury, the loss is to be reported immediately by telephone to LSU Risk Management at (225) 578-3283. A State of Louisiana Driver Safety Program Accident Form (DA 2041) and Workers' Compensation Injury Report Form must be submitted within 48 hours of an auto accident even if there is no damage to the vehicle or employee! The deductible for auto collision and comprehensive claims is \$1,000. All departments are responsible for the \$1,000 deductible per accident, for collision and comprehensive coverage.

### Automobile Claims Information for LSU-Owned or Rental Vehicles

A State of Louisiana Driver Safety Program Accident Form (DA 2041) must be submitted within 48 hours of an auto accident. The deductible for auto collision and comprehensive claims is \$1,000. All departments are responsible for the \$1,000 deductible per accident. Include a copy of all information listed below:

- Rental Agreement
- Travel Authorization
- Driver's License
- Police Report or Agency and Police Report Number
- Pictures if available