



Date: January 19th, 2016

To: New Employees

From: Donald Wray, Director of University Campus Police

Re: Becoming an Authorized Driver

As a new employee at LSUS, you may be required to drive a state vehicle, one that has been rented, or your personal vehicle in the course and scope of your job duties. In order to be authorized to drive for the state, you must follow our *Safe Driving Program*.

To become an Authorized Driver:

1. Fill out only the top portion of the Driver Authorization Form given to you by HR, and then sign and date it on the very bottom line. (Middle section stays blank.)
2. Complete the online Driver Safety Training by going to the HR website, selecting the Risk Management section, and then click on the driver training. Be sure to print out the certificate that is generated at the end of the exam
3. Fax both the Authorized Form and the Certificate to the University Campus Police at 797-5161 or drop off a photocopy.
4. Be sure to attach a photocopy of your current personal vehicle insurance with the items listed in #3.
5. Your driving record will be reviewed by the Chief of University Police, and upon approval, you will be added to the "Authorized Drivers' List".

If you fail to meet the requirements of this program, you will not be authorized to drive a university vehicle, rent a vehicle through the university, or be reimbursed for mileage with your own vehicle.

Your driving record will be reviewed annually. If at any time you receive **any** violations, including but not limited to a speeding ticket, DWI, etc., you should report it to your immediate supervisor, who in turn will notify the University Police Department. If you receive 3 or more violations in a year, your driving privileges may be revoked.

If you do not complete the steps above during your first 90 days of employment, it will take on average, one week for you to become authorized on the university list. This may negatively impact your business driving needs.

Should you wish to drive your personal vehicle for business, you must provide the University Police with a copy of your personal automobile insurance.

As a general reminder:

- **Always** wear your seat belt.
- Only University employees are authorized to drive or ride in state owned or rented vehicles.
- Any traffic violations incurred while on University business are the responsibility of the employee.
- Failure to report an accident while in a university owned or rented vehicle will result in disciplinary action up to and including the restriction of driving privileges.