


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

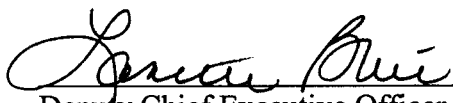
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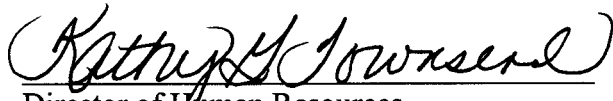
Chief Executive Officer
LSU Health Care Services Division

11/07/09
Date



Deputy Chief Executive Officer
LSU Health Care Services Division

1/6/09
Date



Director of Human Resources
LSU Health Care Services Division

1/6/09
Date

DRIVER SAFETY

POLICY STATEMENT

It is the policy of the LSU Health Care Services Division (HCSD) that the agency maintains a comprehensive driver safety program. The driver safety program shall include the policies and procedures for authorizing employees to operate state owned vehicles and/or their private vehicle on state business, the training requirements for those employees authorized to drive on state business, procedures for accident analysis, and requirements for record keeping as recommended by the Office of Risk Management.

PROGRAM GOAL

It is the goal of LSU Health Care Services Division (HCSD) in its driver safety program to address safety, to control the use of vehicles, to reduce the agency's loss exposures and expenses, to achieve accountability and to meet the requirements of R.S. 39:1543.1C and R.S. 39:1543.1F and Louisiana Administrative Code Title 34, Part XI.

IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and signature of the Chief Executive Officer of the LSU Health Care Services Division (HCSD). The HCSD Driver Safety policy shall be implemented in total.

ROLES AND RESPONSIBILITIES

Appointing Authority:

The Appointing Authority or his/her designee is responsible for the agency's Driver Safety Program.

The appointing authority or his/her designee shall determine when an employee's driving responsibility shall be denied or rescinded because of reckless operation of a vehicle or because of traffic violations.

Safety Officer/Transportation Officer:

The Safety Officer/Transportation Officer is responsible for monitoring the compliance of the agency Driver Safety Program with the Office of Risk Management Driver Safety Program. It is also the responsibility of the Safety Officer/Transportation Officer to report to the Appointing

Authority or his/her designee on a periodic basis any change or progress that occurs in the program.

The Safety Officer/Transportation Officer or his/her designee shall review driver records and identify employees authorized to drive vehicles on state business, conduct annual reviews of all employees to determine whether they should operate/continue to operate vehicles on state business, verify that each driver has a valid and properly classed driver's license, and monitor that employees who drive their personal vehicle, on state business, have insurance on their personal vehicles.

The Safety Officer/Transportation Officer shall ensure that policies and procedures are established for the driver safety program, that training programs are conducted, that driving records are maintained, and that reports reflecting the impact of the program are provided to the appointing authority.

The agency Safety Officer/Transportation Officer shall be responsible for reviewing accident investigations involving state owned vehicles or private vehicles used on State business and for implementing measures to prevent recurrence of accidents.

Transportation Officer/Motor Vehicle Officer

The Transportation Officer/designee is responsible for ensuring that all state vehicles are regularly inspected against a written checklist to assure that vehicles are in safe operating condition. If a problem exists, it is the Transportation Officer/designee's responsibility to assure that corrective action is taken to repair or correct the problem. The Transportation Officer/designee is responsible to ensure that all motor vehicle policies and procedures are followed and that reports are submitted on a timely basis.

Supervisor

The supervisor shall be responsible for ascertaining whether or not an employee will drive or has the potential to drive as a part of his job function. If the employee's status changes, it is the responsibility of the supervisor to notify the Safety Officer/Transportation Officer of any changes.

If an employee reports an issue regarding the driver safety program to the supervisor, such as an accident or driving violation, the supervisor is responsible for follow-up according to agency procedure.

The supervisor is responsible for ensuring that an employee authorized to drive attends the driver training course(s) according to agency policy.

Employees

The employee is responsible for having a valid driver's license for the class vehicle he/she is operating. Employees who drive their personal vehicle on state business must maintain minimum liability coverage as required by Louisiana law.

Under no circumstances shall a state employee operate a state vehicle in a reckless manner or while under the influence of intoxicating beverages, drugs, other substances, or if he/she is in any other way impaired.

The operator of a state vehicle or his/her personal vehicle on state business will be personally responsible for any fines, tow away charges, or other costs associated with his/her failure to observe all federal and state motor vehicle laws or municipal ordinances.

Employees who are authorized to drive vehicles on state business are responsible for the safe operation of those vehicles and for maintaining all necessary records required by the Safety Officer/Transportation Officer. The employee should report any unsafe condition or problem with a state vehicle to the Transportation Officer or to his/her immediate supervisor.

An employee must report accidents involving state-owned vehicles and/or a rented/leased/private vehicle used on state business to his/her supervisor immediately.

An employee must report a driving citation or revocation of a driver's license immediately or within the next scheduled workday to the Safety Officer/Transportation Officer. Failure to report an accident, citation, or revocation may be cause for disciplinary action. An employee having a moving violation on their motor vehicle record may be required to retake the Louisiana driver safety course within three months of receiving the violation or within three months of the agency being made aware of the violation. Only the Appointing Authority or his/her designee may exempt an employee from retaking the course.

DEFINITIONS

Accident. An 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, the extent of damage, where it occurred or who was responsible.

Approved Driver. Only employees possessing a current and proper class driver's license and an acceptable driving history may be authorized by the Safety Officer/Transportation Officer to operate a state-owned vehicle or their personal vehicle on state business.

Authorization and Driving History form. This form (DA 2054) is maintained by the agency on each employee who drives on state business. The form shows when an employee was authorized to drive, the type of vehicle the employee may use, and information on the employee's driving record.

Employee. An employee is considered anyone at the agency who would have reason to drive either a state vehicle or his/her personal vehicle on state business. This includes, but is not limited to, full time employees, part time employees, students, student workers, volunteers, and inmates/trustees.

High Risk Driver. 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 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 the previous twelve (12) month period. High-risk drivers shall not be authorized to operate a motor vehicle on state business.

Louisiana Driver Safety Course. A defensive driver training course approved of the Office of Risk Management Loss Prevention Unit.

Operator Driver Record (ODR). Record maintained by the Office of Motor Vehicles (OMV) on each driver in the State of Louisiana containing history of driver violations and accidents.

State Vehicle. Any licensed vehicle owned, leased and/or rented by the State of Louisiana. It also includes any privately owned vehicle used in the course and scope of employment.

PROCEDURES:

Procedures are flexible concerning the division of responsibilities and are to be determined by the organizational structure of the agency.

ENROLLMENT OF EMPLOYEES

1. The HCSD Driver Safety Policy shall be issued to each newly hired employee with the employee required to acknowledge having read the policy.
2. At the time of employment, the employee completes and signs the Authorization and Driving History Form (DA-2054) and gives it to his/her supervisor.
3. The employee's supervisor shall indicate whether the employee is required to drive or has the potential to drive as part of his/her job duties. Only an employee possessing a current and proper class driver's license may be designated by a supervisor to drive a motor vehicle on state business. The supervisor then forwards the DA-2054 to the Safety Officer/Transportation Officer.

4. The Safety Officer/Transportation Officer/designee acquires the Operator Driver Record (ODR) from the Department of Public Safety.
5. The Safety Officer/Transportation Officer/designee reviews the DA-2054 and the ODR and determines if the employee is approved to drive:
 - a. If there is no requirement for or potential for the employee to drive as part of his/her job duties, then he/she shall be designated as a non-driver and the form shall be signed and dated by the Appointing Authority or his/her designee.
 - b. If the employee is not approved to drive, the notation "high-risk driver" shall be made on the Authorization and Driving History Form and the form shall be signed and dated by the Appointing Authority or his/her designee.
 - c. If the employee is approved to drive, the Appointing Authority or his/her designee shall sign and date the Authorization and Driving History Form.
 - d. The Safety Officer/Transportation Officer/designee shall maintain a list of approved drivers.
 - e. The Authorization and Driving History Forms and the Operator Driver Records shall be maintained on file with the Transportation Officer.

ANNUAL REVIEW OF ENROLLEES

1. Annually, the Safety Officer/Transportation Officer/designee shall have supervisors of non-drivers review the employee's job description to verify that the employee is still not required or has the potential to drive according to his job duties.
2. Annually, the Safety Officer/Transportation Officer/designee shall request the Operator Driver Record from the Department of Public Safety for all drivers enrolled in the program. At the discretion of the Appointing Authority/designee, the employee may be required to complete another Authorization and Driving History Form.
3. The Safety Officer/Transportation Officer shall review the Authorization and Driving History Form

EMPLOYEE TRAINING

1. All employees, regardless, of their designated driving status, are encouraged to attend the driver safety program.
2. An employee designated as an approved driver shall attend a Louisiana driver safety course within three months of employment, or if job duties and driving status change, within three months of change of status.
3. An employee designated as an approved driver must attend a refresher course at least once every three (3) years unless his/her class of license requires other training or testing. An employee who fails to take the refresher course within 60 days of scheduling shall be required to re-enroll in the program.
4. Employees who fail to attend the driver safety course during the designated time period shall not be allowed to drive a state vehicle, and shall not receive reimbursement for the use of his/her private vehicle while on state business.
5. The Safety Officer/Transportation Officer shall maintain records on employee attendance.

USE OF STATE VEHICLES.

1. Vehicles are maintained in a pool for employee use on state business.
2. Procedures for using a pool vehicle and for use of credit cards will be made part of internal management procedures.
3. Requests for use of the vehicle shall be made to the Transportation Officer or designee.
4. Operators of state vehicles will follow all reasonable procedures to insure the safe and economical use of state vehicles, including:
 - a. Locking state vehicle at any time it is left unattended.
 - b. Removing credit cards when keys must be left in vehicle parking facility.
 - c. Parking the vehicle in authorized places where reasonable security is offered and removing from visibility any state or personal property within the vehicle.
 - d. Reporting any unusual performance/occurrence encountered with vehicle to the Transportation Officer/designee immediately upon returning the vehicle.
5. Use of state vehicles within the official domicile to obtain meals is not permitted except for:
 - a. Bonafide official state business meeting
 - b. Employees who are required to accompany or be on duty with clients while on travel status.
6. The use of state vehicles is not permitted for the personal use or benefit of an individual or individuals, including but not limited to:
 - a. Personal errands, such as banking business, shopping
 - b. Transporting of unauthorized non-state employees
 - c. Use of state vehicles while not on official duties, such as leave or lunches
7. When obtaining fuel, the driver shall use the self-service pump unless a mechanical problems needs to be checked by the attendant, or self-service is not available. Credit card charge receipts may be audited for this periodically. An employee violating this provision shall be personally responsible for full-service purchases that cannot be justified. Handicapped drivers are excluded from this policy when the disability makes a self-service a hardship.
8. All purchases made using state gasoline cards must be signed for by the approved driver making the purchase. The license number, unit price, and quantity of the commodity purchased must be noted on the delivery ticket by the vendor. The copy of the credit card ticket must be submitted to the Transportation Officer.
9. If the vehicle is disabled during regular office hours, contact the agency Transportation Officer/designee who will provide the assistance needed to have the vehicle repaired.
10. If the vehicle is disabled outside of regular office hours, contact the nearest Fleet Management Repair Contract Dealer, or if not available, the nearest authorized dealer to have repair work done. The Agency Transportation Officer/designee should be contacted as soon as possible.

VEHICLE MAINTENANCE

1. The maintenance program is designed to provide maximum safety, efficiency, and economy in the operation of motor vehicles, and to minimize lost vehicle time caused by extensive repairs.
2. The Transportation Officer/designee will be responsible for compliance with the agency's preventive maintenance guidelines. The Transportation Officer/designee will maintain maintenance records. An individual file shall be maintained on each vehicle.
3. The Transportation Officer/designee is responsible for ensuring that all vehicles provided to employees are in safe operating condition. Vehicles are inspected against written checklists to assure that they are in safe operating condition.

HIGH RISK DRIVERS

1. High-risk drivers shall **not** be authorized to operate a motor vehicle on state business.
2. Any employee classified as a high risk driver will not be authorized to drive on state business for a period of one (1) year after the date of the last citation, or if supervisor is not notified, one (1) fiscal year following the date the supervisor was notified of the citation.

ACCIDENT REPORTING

1. All accidents involving a state-owned vehicle and/or a rented/leased/private vehicle used on state business shall be reported to the next level of supervision by the vehicle driver having the accident, on the day of the accident or on the first work day after the accident. The supervisor may assist the employee in completing the report.
2. Failure of a driver to report any accident may be cause for disciplinary action.
3. If the driver is not able to complete the accident report, the driver's supervisor will complete the report for him/her.
4. The Louisiana State Driver's Accident Report Form (DA 2041) must be completed within 48 hours after an automobile accident and returned to the Office of Risk Management Claims Unit. A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) shall accompany the DA 2041 or sent to the Claims Unit as soon as it is received by the agency.
5. CDL drivers must report directly to the Federal Department of Transportation in Dallas, Texas, if the accident involves a fatality.
6. The supervisor of the individual having the accident shall review the accident report within two working days of the accident and verify the accuracy of the report. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information.
7. If the employee is injured, the Incident/Accident Form (DA 2000) shall be filled out and

- accompany the DA 2041.
8. In investigating complex accidents, the supervisor should request assistance from the Safety Officer/Transportation Officer or the Office of Risk Management.
 9. The supervisor of the person having the accident shall determine, after reviewing the accident report, whether the accident was preventable. The supervisor must consider what corrective action is necessary for accidents thought to be preventable. The corrective action(s) may include temporary suspension of driving privileges, special training, physical examination, etc. This recommendation should be noted on the report. The report shall be forwarded to the Safety Officer/Transportation Officer.
 10. The Safety Officer/Transportation Officer shall review accident reports involving state-owned vehicles, the supervisor's comments and recommendations, the Uniform Motor Vehicle Traffic Accident Report, and the Authorization and Driving History form, and determine what corrective action will take place.
 11. The Safety Officer/Transportation Officer shall notify the Appointing Authority of the accident and subsequent actions taken.
 12. The Safety Officer/Transportation Officer are responsible for investigating claims resulting from accidents involving state-owned vehicles.

PROHIBITION OF USE OF WIRELESS TELECOMMUNICATION DEVICES

Louisianan law prohibits persons from using wireless telecommunications devices to write, send, or read a text message, instant message, or e-mail while operating a motor vehicle unless such devices are hands free. Instances when an employee operating a moving motor vehicle would be allowed to use a wireless telecommunications device are:

1. to report an illegal activity, and/or a situation which the employee believes places his personal safety in jeopardy
2. to call for medical or other emergency help
3. to report a traffic crash, or road hazard
3. to prevent injury or damage to person or property
4. when a physician or other health care provider uses a wireless device to communicate with a hospital, health clinic, office, or in any way provide for the health care of a person or medical emergency

Any violation of this law and this policy regarding prohibition of the use of wireless telecommunication devices may result in disciplinary action up to and including termination of employment.

PROHIBITION OF USE OF CELL PHONES BY NOVICE DRIVERS

In Louisiana it is against the law for a person holding a Class E Learner's Permit or a Class E Intermediate Permit to use a cell phone while operating a motor vehicle. LSU Health Care Services Division (LSU HCSD) employees who drive or have the potential to drive while on business for LSU-HCSD must hold a permanent drivers license. Employees with Class E Learner's Permit or a Class E Intermediate Permit shall not be allowed to operate a motor vehicle on LSU-HCSD business.

EXCEPTIONS

All exceptions to policy must be requested through the Safety Officer/Transportation Officer and forwarded to the Appointing Authority when necessary.