

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

POLICY NUMBER: 4510-22

CATEGORY: Human Resources

CONTENT: Driver Safety

APPLICABILITY: This policy shall be applicable to all employees at the HCSD Administrative Office (HCSDA) and Lallie Kemp Medical Center (LKMC).

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INQUIRIES TO: Human Resources
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-4843 Fax: 225-354-4951

Note: Approval signatures/titles are on the last page

**LSU HEALTH CARE SERVICES DIVISION
DRIVER SAFETY PROGRAM**

I. POLICY STATEMENT

It is the policy of the LSU Health Care Services Division (HCS D) to maintain 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 and/or mandated by the Office of Risk Management.

Note: Any reference herein to Health Care Services Division (HCS D) also applies and pertains to Lallie Kemp Medical Center (LKMC).

II. GOAL

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.

III. IMPLEMENTATION

This policy and subsequent revisions to this policy shall become effective upon approval and date of signature of the HCS D Chief Operations Officer (COO) or Designee.

IV. DEFINITIONS

- A. Accident - 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.
- B. Approved Driver - Only employees possessing a current and proper class driver's license and an acceptable driving history may be authorized to operate a state-owned vehicle or their personal vehicle on state business.
- C. Authorization and Driving History form - Form (DA 2054) is maintained 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.
- D. Employee – Any HCS D employee who would have reason to drive either a state vehicle or personal vehicle on state business.

- E. High Risk Driver - 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. 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.
- F. Louisiana Driver Safety Course - A defensive driver training course approved of the Office of Risk Management Loss Prevention Unit.
- G. Operator Driver Record (ODR) - Record maintained by the Office of Motor Vehicles (OMV) on each driver containing history of driver violations and accidents.
- H. 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.

V. ROLES AND RESPONSIBILITIES

- A. Appointing Authority or Designee
 - 1. The appointing authority or designee shall enforce the Driver Safety Program in accordance with policy and Office of Risk Management requirements.
 - 2. Takes the appropriate action when an employee's driving responsibility shall be denied or rescinded because of reckless operation of a vehicle or because of traffic violations.
- B. Safety Officer/Transportation Officer
 - 1. Monitors the compliance of the agency Driver Safety Program with the Office of Risk Management Driver Safety Program.
 - 2. Reviews driver records and identifies employees authorized to drive vehicles on state business.
 - 3. Conducts annual reviews of all employees to determine continued operation of state vehicles and/or personal vehicles for state business.
 - 4. Verifies each driver has a valid and properly classed driver's license.

5. Ensures that employees who drive personal vehicles on state business, have insurance on personal vehicles.
6. Reviews accident investigations involving state owned vehicles or private vehicles used on State business.
7. Ensures policies and procedures are established, training programs are conducted, and driving records are maintained.
8. Reports any change or progress that occurs in the program.
9. Ensures that all state vehicles are regularly inspected against a written checklist to assure that vehicles are in safe operating condition and applicable reports are submitted on a timely basis.
10. Responsible for compliance with the preventive maintenance guidelines and maintenance records. An individual file shall be maintained on each vehicle.
11. Provide assistance to have vehicles repaired, if disabled, during regular office hours.
12. Establish procedures for using a state vehicle and for use of gasoline credit cards.
13. Maintain a list of approved drivers.
14. Maintain the Authorization and Driving History Forms and the Operator Driver Records.
15. Annual Review of the Operator Driver Record of all authorized drivers to determine if employee is authorized to drive. If not, applicable action should be taken. The employee may be required to complete another Authorization and Driving History Form as requested.
16. Maintain records on employee driver safety training attendance.
17. Investigation of accidents involving state owned vehicles.
18. Reports accidents to Appointing Authority and subsequent actions taken.

C. Supervisor

1. Determines and certifies whether or not an employee will drive or has the potential to drive as a part of the job function. If the employee's status

changes, the supervisor shall notify the Safety Officer/Transportation Officer.

2. Ensures that an employee authorized to drive attends the driver training course(s) according to policy.
3. Reports employee accident or driving violation to Safety Officer/Transportation Officer.
4. Assists in investigating accidents of subordinates and recommending corrective action

D. Employee

1. Have a current, valid driver's license for the class vehicle operated.
Note: Employees with Class E Learner's Permit or a Class E Intermediate Permit shall not be allowed to operate a motor vehicle on HCSD business.
2. Maintain minimum liability coverage as required by LA law on personal vehicle if used for state business.
3. Report accidents involving state-owned vehicles and/or a rented/leased/private vehicle used on state business to his/her supervisor immediately.
4. Maintain all necessary car log records required by the Office of Risk Management.
5. Report any unsafe condition or problem with a state vehicle to the Safety Officer/Transportation Officer or to immediate supervisor.
6. Shall report a driving citation or revocation of a driver's license immediately or within the next scheduled workday to the Safety Officer/Transportation Officer.
 - a. Failure to report an accident, citation, or revocation may be cause for disciplinary action up to and including dismissal.
 - b. An employee having a conviction on their motor vehicle record shall be required to take the Louisiana driver safety course within (3) three months of notification of a conviction.

VI. DRIVING STANDARDS

- A. Except as provided by R.S. 32:295 for children under the age of thirteen, each occupant of a state vehicle or personal vehicle used on state business shall have a safety belt properly fastened about his or her body at all times when the vehicle is in forward motion, if a belt for his seating space has been provided by the manufacturer.
- B. An employee shall not operate a state vehicle in a reckless manner or while under the influence of intoxicating beverages, drugs, other substances, or if in any other way impaired.
- C. The operator of a state vehicle or personal vehicle on state business will personally responsible for any fines, tow away charges, or other costs associated with failure to observe all federal and state motor vehicle laws or municipal ordinances.
- D. Upon all multilane highways:
 - 1. No vehicle shall be driven in the left-hand lane except when directed otherwise, preparing for a left turn at an intersection, private road or driveway, overtaking or passing another vehicle proceeding in the same direction, or when right-hand lanes are congested.
 - 2. No vehicle being driven in the left lane shall impede any other vehicle that is traveling in the same lane and behind that vehicle, except when directed otherwise or preparing for a left turn at an intersection, private road or driveway.
 - 3. No vehicle traveling in the left-hand lane shall be driven at a speed slower than any vehicle traveling to its right on the same roadway.
- E. Headlights shall be used while driving between sunrise and sunset under the following conditions:
 - 1. When light is insufficient to see people and vehicles at 500 feet.
 - 2. When windshield wipers are used.
 - 3. When driving through a tunnel.
- F. Prohibition of Use of Wireless Telecommunication Devices
 - 1. 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.

2. Louisiana law further prohibits any device from being used to access, read, or post to a social networking site while operating a motor vehicle. Any violation of these laws and this policy regarding prohibition of the use of wireless telecommunication devices may result in disciplinary action up to and including dismissal.
 3. Instances when an employee operating a moving motor vehicle would be allowed to use a wireless telecommunications device are:
 - a. To report an illegal activity, and/or a situation which the employee believes places his personal safety in jeopardy.
 - b. To call for medical or other emergency help.
 - c. To report a traffic crash, or road hazard.
 - d. To prevent injury or damage to person or property.
 - e. 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.
- G. Drivers will follow all reasonable procedures to insure the safe use of state vehicles, including:
1. Locking state vehicle at any time it is left unattended.
 2. Removing credit cards when keys must be left in vehicle parking facility.
 3. Parking the vehicle in authorized places where reasonable security is offered and removing from visibility any state or personal property within the vehicle.
 4. Reporting any unusual performance/occurrence encountered with vehicle immediately upon returning the vehicle.
- H. Use of state vehicles within the official domicile to obtain meals is not permitted except for:
1. Bonafide official state business meeting.
 2. Employees who are required to accompany or be on duty with clients/patients while on travel status.

- I. The use of state vehicles is not permitted for the personal use or benefit of an individual or individuals, including but not limited to:
 - 1. Personal errands, such as banking business, shopping.
 - 2. Transporting of unauthorized non-state employees.
 - 3. Use of state vehicles while not on official duties, such as leave or lunches.

- J. When obtaining fuel, the driver shall use the self-service pump unless a mechanical problem needs to be checked by the attendant, or self-service is not available. Credit card charge receipts may be audited for this periodically.
 - 1. An employee violating this provision shall be personally responsible for full-service purchases that cannot be justified.
 - 2. Handicapped drivers are excluded from this policy when the disability makes a self-service a hardship.

- K. All purchases made using state gasoline cards must be signed for by the approved driver making the purchase and the copy of the credit card ticket must be submitted to the Safety Officer/Transportation Officer. The credit card receipt must include the unit price, and quantity of the commodity purchased.

- L. State Vehicle Log – When using a state vehicle, you must document in the vehicle log the following:
 - 1. Beginning mileage
 - 2. Ending mileage
 - 3. Trip total
 - 4. All points traveled (beginning, stops and ending destination)
 - 5. Purpose of trip

- M. 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 transportation officer/designee should be contacted as soon as possible.

VII. PROCEDURES

Internal procedures may be determined/established, but must include the following items.

A. 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. This attestation may also be ascertained through the HCSD on-line training. This acknowledgement shall become part of the employee's human resources file and/or educational training record.
2. The employee completes and signs the Authorization and Driving History Form (DA-2054) at the time of hire, and gives to 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 and forwards form in accordance with Hospital procedures.
4. The Operator Driver Record (ODR) is requested and reviewed to determine if employee is approved to drive.
5. If there is no requirement for or potential for the employee to drive as part of job function, the employee shall be designated as a non-driver.
6. If the employee is not approved to drive due to review of driver history record, the notation "high-risk driver" shall be made on the Authorization and Driving History Form.

B. Employee Training

1. An employee designated as an approved driver shall receive a Louisiana driver safety course within three (3) months of employment, or if job duties and driving status change, within three (3) months of change of job status.
2. Employees who fail to complete the driver safety course during the designated time period shall not be allowed to drive a state vehicle, or personal vehicle on state business until course has been completed.
3. HCSD employees recognized as designated drivers, will receive a refresher course every year unless his/her class of license requires other training or testing. An employee who fails to complete the refresher course within the designated timeframe shall not be allowed to drive a state vehicle or personal vehicle on state business until course has been completed.

4. An employee having a conviction on their motor vehicle record shall be required to take the Louisiana driver safety course within (3) three months of notification of a conviction.
5. All employees, regardless, of their designated driving status, are encouraged to attend the driver safety program.

C. 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.
2. Failure of a driver to report any accident may be cause for disciplinary action.
3. The driver must complete the Louisiana State Driver's Accident Report Form (DA 2041) within 48 hours after an automobile accident and returned to the Office of Risk Management Claims Unit.
 - a. A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) shall accompany the DA 2041.
 - b. If the driver is not able to complete the accident report, the driver's supervisor will complete the report.
4. CDL drivers must report directly to the Federal Department of Transportation in Dallas, Texas, if the accident involves a fatality.
5. Incomplete or inaccurate reports are unacceptable and shall be returned for completion or corrected information.
6. If case if injury, the Incident/Accident Form (DA 2000) shall be completed and accompany the DA 2041.
7. The supervisor of driver having the accident and/or Safety Officer shall determine, after reviewing/investigating the accident and/or report, if the accident was preventable. This should include the vehicle traffic accident report and driving history form of driver.
8. Determination of corrective action taken against drive for a preventative accident may include:
 - a. Temporary suspension of driving privileges

- b. Special training
- c. Physical examination

VIII. HIGH RISK DRIVERS

- A. High-risk drivers, as defined within this policy, shall not be authorized to operate a state vehicle or personal vehicle on state business.
- B. 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.

IX. EXCEPTIONS

All exceptions to policy must be requested through the Safety Officer/Transportation Officer and forwarded to the HCSD Chief Operations Officer or Designee.

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Currently Signed

Approver:
Townsend, Kathy
HCSO Human Resources Director



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