

Southern University and Agricultural & Mechanical College

Safe Driver Program

As a state facility, Southern University will adhere to all state laws and regulations pertaining to the Louisiana State Safe Driving Program. We are committed to reducing and/or eliminating risk to the individuals and the University.

Driver Record Checks

Driver records checks are required to be made annually on staff and faculty drivers, including student workers, who drive any licensed vehicle owned, leased and/or rented by the State of Louisiana or personal vehicles on state business. In order for this to be accomplished, prospective drivers are required to submit a DA2054 (Authorization and Driving History Form) the form can be found at the following web site <http://www.doa.la.gov/orm/PDF/2054.pdf> Prospective drivers are also required to provide a copy of a valid motor vehicle driver's license.

Upon reviewing the driving record, if it is discovered that a driver is a "high risk driver" the Motor Pool Director will immediately send the information to the Environmental, Safety and Health Office for a final determination of driving status.

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.

Defensive Driving Training

Defensive driving training must be provided to employees who will drive state vehicles on a regular, routine basis. Departments which have such drivers include the Facility Services Department, Athletic Department, Central Stores, Residential Life, Southern University Police and other similar groups. The training is free of charge and is provided on LEO (see instructions next page)

Department heads are responsible for obtaining this training for new drivers, and for assuring that the training is repeated every three (3) years. The defensive driving training may be required as part of follow-up action when a driver has a preventable accident, or when driving performance or history reveals a need for additional training.

Vehicle Accident Reporting and Investigation

Vehicle accidents must be reported and investigated in a timely manner using form DA2041 (must be faxed to the ORM Claims Transportation Supervisor within 48 hours). Copies of this form may be obtained from the Southern University Risk Director.

Please follow the following steps when requesting authorization to drive.

- 1. Complete a DA2054**
<http://www.doa.la.gov/orm/PDF/2054.pdf>
- 2. Make a copy of your drivers license**
- 3. Complete the Defensive Driving Course on LEO (Louisiana Employees on Line) MUST HAVE P NUMBER**
- 4. Print out the certification of completeness**
- 5. Take the completed DA2054, Copy of drivers license, and Certification of Completeness to Robert Nissen or Neal Long in Benjamin Kraft Building.**