

DEPARTMENT OF NATURAL RESOURCES

HUMAN RESOURCES POLICY NO: 9
EFFECTIVE DATE: February 9, 1999
SUBJECT: Driver Safety
AUTHORIZATION: R.S. 39:1543.1F

I. POLICY:

It is the policy of the Department of Natural Resources (DNR) to implement a driver safety program that is designed to increase safety awareness among operators of state vehicles, control use of vehicles, reduce the State's exposure, reduce the loss expenses, achieve accountability for safe vehicle operation, and meet the requirements of R.S. 39:1543.1F.

II. PURPOSE:

This policy provides for identification, assessment, training, authorization/denial of authorization of employees who may operate vehicles, i.e., cars, trucks, utility vehicles, air boats, boats and/or four wheelers in the performance of their job duties; and for accident reporting, safety communication, and education for all DNR employees.

III. APPLICABILITY:

This policy applies to all employees in the Department of Natural Resources, and to the use of all motor vehicles (personal and state owned) necessary to perform the functions of the DNR.

IV. PROCEDURES:

Only employees with a supervisor-identified need to operate a vehicle as part of his/her job duties for DNR and, who have on file with the DNR Human Resource Division a completed DNR Driver Authorization and History Form (Attachment 1), will be authorized to operate a vehicle for DNR.

All employees who will or may drive a vehicle in the performance of their duties, must complete sections A, B and C of the DNR Driver Authorization and History Form (Attachment 1) and attach to it a copy of their driver's license upon employment. This form should be completed in the Human Resources Division on the employee's first day at work. Upon completion this form will be sent to the DNR's Transportation Coordinator in the Property & Procurement Division.

The Transportation Coordinator will secure a copy of the employee's driving record (DPSMV-2090) from the Office of Motor Vehicles. This record will provide information about the employee's driving for the prior twelve months.

If the employee's driving record is satisfactory, the DNR Driver Authorization and History Form will be forwarded to the Assistant Secretary or his/her designee, who will complete sections D and E.

The original of the DNR's Driver Authorization and History Form should be returned to the Human Resource Division and a copy forwarded to the Transportation Coordinator.

An employee should not operate a vehicle in the performance of his/her duties until the DNR Driver Authorization and History Form has been completed by the Assistant Secretary or his/her designee.

All authorized drivers must attend a Louisiana Safe Driver course within three months of receiving approval to drive and must attend a refresher course at least once every three years unless their class of license requires other training or testing.

If an employee has three or more convictions, guilty pleas, and/or nolo contendere pleas for moving a violation, or 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) months, he/she will be designated a high risk driver and the DNR Driver Authorization and History Form will be sent to the Undersecretary or his/her designee. The Undersecretary or his/her designee will forward a letter to the Assistant Secretary or his/her designee informing him that the employee's driving record will not permit the employee to operate a vehicle in the performance of state business for a twelve (12) month period.

The Assistant Secretary or his/her designee should adjust the employee's work duties to assure that operating a vehicle is not a required function of his job, until his driving record permits him to drive. If such work adjustment is not in the best interest of the agency, the Human Resource Division should be contacted to determine the appropriate course of action.

No student will be allowed to drive their personal vehicle in the performance of Department business.

A. AUTHORIZATION RENEWAL REQUIREMENTS

The DNR Transportation Coordinator will conduct an **annual review** of authorized drivers' vehicle operating and motor vehicle driving records. Each employee's record will be reviewed annually, during the month of January. The driver's record will be attached to the DNR Driver's Authorization and History Form on file and forwarded to the Assistant Secretary or his/her designee. The Assistant Secretary or his/her designee will review the attached driving record and sign and date the DNR Driver Authorization and History Form.

The original DNR Driver Authorization and History Form and the attached employee's driving record should be returned to the Human Resource Division and a copy sent to the Transportation Coordinator.

If the employee's status has changed to that of a high risk operator, renewal of authorization to operate vehicles will be denied. A letter from the Undersecretary

or his/her designee will be forwarded to the Assistant Secretary informing him/her of the denial of authorization to drive. The Assistant Secretary should contact the Division of Human Resources to determine the appropriate course of action.

Each year in January, the Human Resource Division will generate a list of authorized drivers. This list will be reviewed and signed by the Assistant Secretary or his/her designee and returned to the Safety Coordinator.

B. RESTRICTIONS ON USE OF VEHICLES

The Department of Natural Resource's vehicles will be used to transport DNR employees in the performance of DNR business activities. Transportation of non-DNR employees will require written approval of the Assistant Secretary or his/her designee.

Each month the first employee to drive the vehicle, that month, must complete the DNR Vehicle checklist. The vehicle checklist should be turned in with the Vehicle log sheet at the end of the month or sooner if repairs are needed.

C. REPORTING ACCIDENTS AND INCIDENTS

Employees must report any vehicle accident to the next in line supervisor on the day of the accident or as soon thereafter as possible. Vehicle operators must report any unsafe condition involving state vehicles to the next in line supervisor.

Authorized operators must report **within three days** to the next in line supervisor any motor vehicle incident which might result in a change in their authorization status. These incidents include: convictions, guilty pleas, and/or nolo contendere pleas for vehicle violations, driving while intoxicated, careless operation, reckless operation, negligent homicide, or similar violations, including any civil case for which negligence has been proven.

Failure of a vehicle operator to report any accident or citation may be cause for disciplinary action. The need for corrective/disciplinary action may be considered on each citation or accident where there was improper use of a vehicle.

Corrective actions may include temporary suspension of operating privileges, special training, physical examination, etc.

D. DEFINITIONS:

Driver Record - Records maintained by the Department of Public Safety and Corrections on each vehicle operator in the State of Louisiana containing history of violations and accidents.

Operation of a Vehicle while Intoxicated - Operation of any vehicle under the influence of alcohol, narcotics, drugs, barbiturates or marijuana. It shall be unlawful for the owner of any vehicle, or person having such in charge or control,

to authorize or knowingly permit the same to be operated by any person who is intoxicated or otherwise impaired.

Moving Violation - Operation of any vehicle in a careless manner such as speeding, improper passing, failure to yield, etc.

Negligent Homicide - Operation of any vehicle at an immoderate rate of speed or in a careless or negligent manner causing the death of another.

Negligent Operation - The failure to exercise that degree of care necessary under the circumstances to prevent the endangering of life, limb or property of any person.

Nolo Contendere Pleas- No contest plea, having the same effect as a plea of guilty.

Non-Driver - An individual whose normal job duties do not require him/her to drive in the course and scope of his/her employment and does not normally drive even on an irregular or infrequent basis. (May drive in an emergency situation).

Passenger - Any person other than the driver or other persons employed or engaged in any capacity on board a vehicle in the business of that vehicle.

Reckless Operation - Operation of any vehicle in such a manner as to endanger the life or limb or damage the property of any person.

Regular Driver - An individual who is required to drive in the course and scope of his/her employment.

State Vehicle - Any vehicle owned, leased and/or rented by the State of Louisiana. Includes any privately owned vehicles used in the course and scope of employment. Privately owned vehicles must be properly licensed and certified, and properly insured, and preauthorized for specific use. The only exception to be when a private vehicle is commandeered in emergency situations,

Vehicle - Every description of motorized craft used or capable of being used as a means of transportation.

Vehicle Pre-Trip Checklist - A monthly form completed by the first employee who drives a state vehicle, that documents that the vehicle is in good operating condition.

V. RESPONSIBILITY:

Secretary of DNR:

- Assures implementation of the driver safety program.
- Communicates the importance of the Department's driver safety program to all employees.
- Appoints a Coordinator to oversee the driver safety program.
- Certain responsibilities of the Secretary have been delegated to the Transportation Coordinator. The responsibilities that have been so assigned are listed under the designees responsibilities and are indicated by a double asterisk (**).

Undersecretary:

- Supervises the coordination of the driver safety program.
- Supervises the development of all driver safety policies and procedures.
- Supervises the review of driver records and the driver authorization procedures.
- Notifies the Assistant Secretaries, in writing, when an employee has been denied authorization to drive.
- Supervises the internal auditing of the driver safety program.

Assistant Secretary or Designee:

- Communicates the need for safe driving practices and vehicle safety awareness.
- Authorizes who will need to operate a vehicle in the performance of their duties and approves the Driver Authorization and History Form.
- Authorizes corrective/disciplinary action plans.

DNR Safety and Training Coordinator:

- Plans, organizes, and directs the driver safety program.
- Ensures that policies and procedures are established and records maintained.
- Analyzes reports reflecting the impact of the program, identifying how losses are occurring and how the losses can be reduced or eliminated.
- Coordinates the implementation of corrective/disciplinary action with supervisors and administrators.
- Coordinates the authorization process.
- Develops/coordinates training programs and performance assessment systems.
- Serves as liaison for the Department with the Office of Risk Management regarding policy, records, forms, training, accidents and claims.
- Maintains forms inventory and distributes forms agency-wide as needed.
- Maintains an updated list of DNR authorized drivers.

Supervisor/Coordinator of Drivers:

- Communicates the need for safe driving practices and vehicle safety awareness.
- Ensures that all vehicles provided to employees are reasonably fit for their intended purpose and that vehicle safety procedures are implemented.

- Ensures that all drivers receive a copy of and adhere to all policies and procedures of the driver safety program in a timely manner.
- Identifies employees who operate vehicles in the course of their job duties.
- Initiates a driver authorization process.
- Schedules necessary classroom training and performance assessments as required for driver authorization.
- Develops and implements an on-the-job driving and vehicle safety training plan for employees who require driver authorization, but who do not demonstrate satisfactory performance when assessed.
- Reviews employee completed accident forms and authorization/operator history forms; complete and route forms to Human Resource Division and Transportation Coordinator.
- Assists in accident investigation.
- Attends DNR approved hands-on training sessions on how to conduct driving performance assessments.
- Recommends necessary corrective/disciplinary action to the Assistant Secretaries.

Authorized Driver:

- Safely operates state vehicles.
- Reads and adheres to driver safety program policies and procedures; signs written acknowledgment of receipt and responsibility to follow policies and procedures.
- Reports to next in line supervisor any unsafe conditions or accidents involving state vehicles.
- Reports motor vehicle incidents which might result in a change in authorization status.
- Participates in on-the-job driver training, as trainee or trainer, as needed.
- Completes authorization/operator history form and accident forms as required.
- Checks and documents that vehicle is in good operating condition; and not use the vehicle if determined not to be in good condition (Attachment 2).
- Lends full support and assistance to outside adjusters, private investigators, and other outside contractors who are acting on behalf of the Office of Risk Management.

Safety Committee:

- Assists in the development, review, and implementation of the driver safety program.
- Communicates the need for safe driving practices.

Transportation Coordinator:

- Reviews drivers' operator records and designates employees authorized to operate state vehicles.**
- Conducts annual reviews of authorized drivers' records to determine whether they should continue to operate state vehicles. **

- Reports to the Undersecretary or his/her designee any motor vehicle violations that may affect employees' driver authorization status.
- Ensures that a trained person is available to carry out the responsibilities of the Transportation Coordinator in his/her absence.

VI. EXCLUSIONS:

There shall be no exceptions to this policy except with the written permission from the Secretary.

VII. QUESTIONS:

Questions regarding this policy should be directed to the Undersecretary, Human Resource Director, DNR's Safety Coordinator or DNR's Transportation Coordinator

Robert D. Harper, Secretary

Date

Authorization and Driving History Form

Name: _____ Drivers License No: _____
Address: _____ License Office No.: _____
City: _____ Expiration Date: _____
Class License: _____ Date of Birth: _____
Issue Date: _____ Date of Hire (current job): _____

Employed By: _____
Section: _____ Unit: _____
Job Title: _____
Immediate Supervisor's Name: _____

Is it this employee's primary purpose to drive vehicles? _____
Is a current Official Driving Record attached? _____
Will this driver be authorized to operate his or her privately owned vehicle in the course and scope of employment? _____
Date of last Driver Training Course? Month _____ Day _____ Year _____

Class of License: Endorsements: Restrictions:
A: Combinations Vehicle : () T: Double Trailer : () L: Airbrakes : ()
B: Heavy Straight Vehicle: () P: Passenger Vehicle : () Others : ()
C: Light Vehicle : () N: Tank Vehicle : ()
D: Commercial Vehicle : () H: Hazardous Material: ()
E: Personal Vehicle : () X: Combination N+H : ()

USE OF PRIVATE VEHICLE FOR STATE BUSINESS

This is to certify that as a condition of driving my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900 (B) (2). I also understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Employee Signature Date

AGENCY HEAD OR DESIGNEE STATEMENT

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license above. This authorization must be reviewed one year from this date.

Agency Head Date of Authorization
(or designated individual)

Name: _____ Driver License #: _____
 Last First

Addendum To DA 2054

Agency Head or Designee Statement

I have reviewed this individual's genuine need to drive a State Vehicle. In conducting this review, I have considered his/her driving experience, type of vehicle to be operated, and one year driving record. The attached operator's record has been verified as accurate and dated as necessary. I authorize this individual to operate the vehicles approved by the type of license noted on the DA2054. This authorization must be reviewed one year from this date.

Agency Head
(or designated individual)

Date of Authorization

Agency Head
(or designated individual)

Date of Authorization

Agency Head
(or designated individual)

Date of Authorization

Agency Head
(or designated individual)

Date of Authorization

Agency Head
(or designated individual)

Date of Authorization

DNR (MONTHLY) PRE-TRIP VEHICLE CHECKLIST

ATTACHMENT 2

SECTION _____ LICENSE PLATE and Vehicle # _____

Indicate **OK** in the corresponding box with a check mark. Indicate **FAULTY** in the corresponding box with an (x).

Include remarks for any item with an (X) and notify your supervisor before departure.

Date: (Month & Year)	July-	Aug-	Sept-	Oct-	Nov-	Dec-	Jan-	Feb-	March-	April-	May-	June-
Headlamps												
Brake lights												
Turn/Hazard Lights												
Parking Lights												
Backup Lights												
Interior Lights												
Horn												
Mirrors												
Windows/Windshield												
Windshield Wiper/Washer												
Adequate Tire Inflation												
Adequate Tire Treads												
Spare Tire												
Jack												
Inspection Sticker Current												
Fuel Level (F, 3/4, 1/2, 1/4, E)												
Oil (Indicator in safe zone)												
Inspection Verification												
Operator's initial												
Remarks for faulty items (continue on back if needed)												