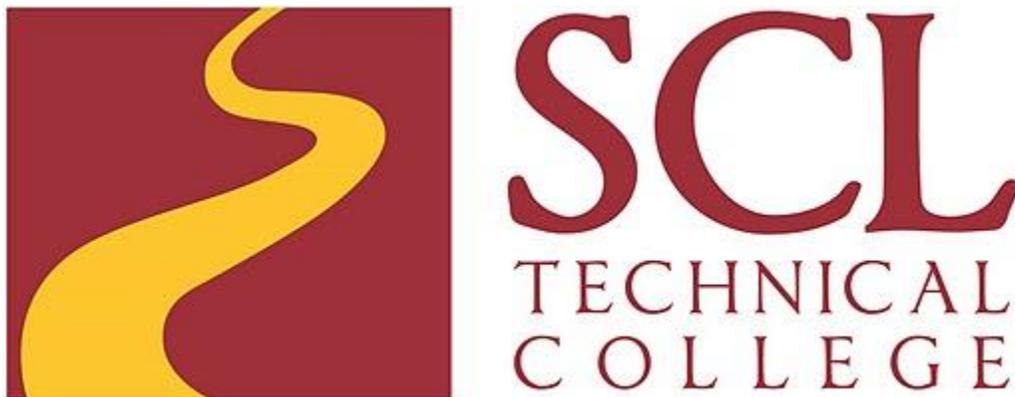


**South Central Louisiana Technical College
YOUNG MEMORIAL CAMPUS**



**DRIVER SAFETY
PROGRAM**

**Young Memorial Main Campus
900 Youngs Road
Morgan City, LA 70380**

**Marine Extension Campus
3225 Youngs Road
Morgan City, LA 70380**

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Management Policy Statement

The measure of effectiveness of a comprehensive safety program relies heavily upon the administrative support directed toward education, implementation, and enforcement. Since the goal of a training oriented educational institute is to prepare individuals to enter the labor market, an essential element of this training must be development of safe working habits. This can only be accomplished by establishing a systematic deliberate approach toward safety facilitated by a written plan that delineates policies and procedures regarding safety.

The welfare of both students and employees is a prime consideration. Emphasis on following approved safety procedures will be followed and “short cut” or time expedient practices that abridge established safety procedures will be avoided. The total working environment will be continuously evaluated in an effort to reduce the possibility of accidents. The director and an appointed safety committee evaluate the region’s safety plan on an annual basis. The administration, staff, instructors, and students of South Central Louisiana Technical College must actively participate in and adhere to safety rules and regulations.



Earl W. Meador, J.D.
Director

Conduct

The following rules of personal conduct have been established to maintain a safe work environment for employees and students at South Central Louisiana Technical College - Young Memorial Campus. Any employee or student violating any of the following rules may be subject to dismissal:

1. Consumption of alcohol or unauthorized drugs is strictly prohibited within the confines of Young Memorial Campus.
2. Reckless operation of personal vehicles within the confines of Young Memorial Campus will not be permitted.
3. Flagrant disregard for school property and safety of personnel and other students will not be permitted.
4. Any injury or suspected injury will be reported immediately to the instructor.
5. Horseplay will not be permitted.
6. Each employee and student will abide by the rules and recommendations described in the Safety Program.

Administrative Responsibility

The Campus Administrator is ultimately responsible for safety in the school. This responsibility is demonstrated by emphasizing that safety and teaching go together, setting a good example for the staff, attending safety meetings, reviewing accident reports, and motivating employees toward safe work practices. The following are also considered the responsibility of the school administrator:

1. Secure support from and maintain liaison with administration above school level.
2. Provide leadership in safety program planning.
3. Secure action on a program of safety education that will involve the entire staff.
4. Secure the cooperation of outside personnel and agencies.
5. Establish in writing and disseminate specific firm safety policies for the organization and insure that they are observed.
6. Direct the participation of all subordinate organization heads and instructors in the safety effort, with specific responsibilities assigned to each. Ensure that each instructor passes on suitable guidance to students enrolled in class.
7. Designate a safety coordinator who reports directly to the administrator in order to ensure that the safety program is carried out properly and effectively.
8. Verify that safety training is conducted on a continuing basis for employees and students, especially new employees or transfers.
9. Verify that every reported hazard and every accident is investigated. The administrator should be notified immediately of any serious injury, fatality, or dangerous condition.
10. Establish a program to monitor and to audit operational activities for their safety aspects. Whenever possible, the administrator should review safety reports made by others. The administrator must insure that all subordinate employees are participating effectively in the safety program.

Driver Safety Program

Introduction

R.S. 39:1543 requires the development of a comprehensive loss prevention program, for implementation by all state agencies, including basic guidelines and standards of measurement. The Driver Safety Program is part of the Loss Prevention program required by the Office of Risk Management in accordance with LAC Title 37. [2.1.1] Its purpose is to provide a systematic method of screening, training, and accountability for employees and supervisors required to assign or drive state owned vehicles or personal vehicles on state business. The Office of Risk Management is required by state law to assess premiums to each state agency.

The following materials are included to assist administrators, supervisors, and loss prevention representatives, in managing and implementing safe driving by state employees. A glossary and sample forms are included and described later in this section of the manual.

Components of Louisiana's Driver Safety Program

Agency Policies and Procedures

A. Responsibilities – Each agency shall implement a written safe driving program. This program shall include rules defining:

1. Who shall be permitted to drive on state business
2. Identifying employees authorized to operate motor vehicles under the agency's control. Only those employees authorized by their agency head or designee shall be permitted to operate their personal vehicle or a state vehicle on state business.
3. Policies shall outline the roles and responsibilities of managers, supervisors, and employees in driver safety. These policies shall be issued to all drivers and form the basis for the agency's Driver Safety Program.

The Loss Prevention Unit

Upon request, the Loss Prevention Unit shall assist agencies in organizing, directing, implementing, controlling and providing training for a Driver Safety Program that minimizes the adverse impact of motor vehicle accidents.

Department/Agency: Heads, Driver Safety Coordinators, or Program Designees

These individuals are responsible for implementation of the Driver Safety Program and shall stress the importance of the department's Driver Safety Program to all employees. Prior to authorizing state employees to drive, they are responsible for completing all of the following steps for employees that are authorized to drive:

1. Verifying that each driver has a valid and properly classed driver's license.
2. Obtaining/reviewing official driving records (ODR's) and ensuring that employees meet all program requirements to be authorized to drive.
3. Certifying that each employee has completed an ORM recognized defensive driving course (e.g., LPOST, Loss Prevention instructor-led, National Safety Council, FLI, etc.) within 90 days of hire.
4. Signing and dating, along with the employee, the Driving Authorization and History Form (DA 2054).
5. Notifying the appropriate supervisors which employees have been authorized to drive or not authorized to drive.

6. Maintaining a list of employees who have been authorized to drive or employees not authorized to drive at each audit location. (See appendix).
7. Ensure that policies and procedures are established and implemented; and
8. Training courses are conducted and documented.

The purpose of this appointment is to insure coordination between the Driver Safety Program and the Fleet Management Program.

Supervisors

Supervisors shall:

1. Provide time for each authorized employee to complete the ORM on-line
2. Defensive Driving Course (LPOST), ORM instructor- led Defensive Driving Course, or another ORM recognized defensive driving course.
3. Allow only authorized employees to drive on state business.
4. See that all vehicles provided to these employees are in safe operating condition, including the use of a monthly checklist.
5. Follow through that all deficiencies noted during the inspections are corrected and such actions documented.
6. Ensure that all accidents and incidents are properly reported and said records are maintained.

Employees shall:

1. Employees shall only operate those vehicles for which they are licensed and insured.
2. Employees who are authorized to drive state vehicles are responsible for the safe operation of those vehicles.
3. Drivers shall report any unsafe condition or accident involving state vehicles to their supervisor or designee.
4. Employees who drive their personal vehicle on state business shall be required to show proof of insurance annually.
5. Employees shall immediately report any revocation of their driver's license or any moving violations received to their supervisor, but no later than their next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle.

B. Authorization Process: Prior to approval by their Agency Head or his/her designee, the employee shall complete the Authorization and Driving History form (DA 2054). The information on this form is used to acquire the Official Driving Record (ODR) from the Department of Public Safety. An ODR shall be obtained from the Department of Public Safety annually. The Authorization and Driving History Form and the ODR are then submitted to the Agency head or designee for review and compliance with requirements to be authorized to drive.

If an employee possesses an out-of-state license, the agency must either acquire a certified copy of the ODR from that state or require the employee to do so at his/her own expense. It is the agency's

responsibility to designate which employees are authorized to drive or NOT authorized to drive on state business.

The authorization process shall include:

1. An annual review of the employee's motor vehicle driving record (ODR).
2. Only individuals possessing a current and proper class driver's license shall be authorized by an agency to drive a motor vehicle on state business.
3. Verifying the employee can provide proof of liability insurance.
4. Completion and passing of an ORM recognized defensive driving course within 90 days of employment and a minimum of every three years thereafter.
5. Developing a list of employees authorized to drive or employees NOT authorized to drive.
6. Determining when driving responsibility shall be taken away from an employee because of moving violations or revocation of license, or lack of insurance for their private vehicle.

After review of the ODR, the agency head or designee shall sign and date the Authorization and Driving History Form (DA 2054).

High-risk drivers shall not be authorized to drive vehicles on state business from the date of discovery for a minimum of twelve (12) months. High-risk drivers are those individuals:

1. Having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous twelve (12) month period or
2. 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.

If an employee is not authorized to drive, that employee and his/her supervisor shall be notified in writing that they shall not drive on state business. The immediate supervisor and the fleet control officer shall be notified that this employee shall not be given authority to drive on state business.

C. Preventive Maintenance - The agency shall develop a preventive maintenance procedure and a preventive maintenance schedule for each vehicle included in the program. It is recommended that the agency follow the suggested manufacturer's preventive maintenance (PM) on vehicles.

D. Training – The Loss Prevention Unit shall, upon request, assist each agency in implementing documented driver safety training programs that address the needs of the agency and in identifying training aids and resources that can be used for driver safety.

All authorized drivers shall successfully complete an ORM recognized defensive driving course within ninety (90) days of entering the program and shall complete a refresher course at least once every three years unless their class of license requires other additional training or testing. Drivers who have convictions on their motor vehicle records shall be required to retake a recognized driving course within ninety (90) days of notification of a conviction.

E. Claims Reporting/Accident investigation – Upon request, the Loss Prevention Unit will assist agencies in conducting investigations into claims resulting from accidents involving vehicles used on state business. The Loss Prevention Unit also assists the ORM Claims Unit in investigating accidents resulting in a claim.

Accident Reporting

A. A vehicular accident is defined as any incident in which the vehicle comes in contact with another vehicle, person, object, or animal that results in death, personal injury, or property damage, regardless of: who was injured, what was damaged or to what extent, where it occurred, or who was responsible.

1. All accidents shall be reported to the employee's immediate supervisor and Driver Safety Coordinator by the driver of the state vehicle on the day of the accident. If the driver is not able to complete the Louisiana State Driver's Accident Report Form (DA 2041), then the driver's supervisor will complete the report to the best of his/her ability for the employee. The supervisor may enter identifying information and attach the police report. The DA 2041 shall be completed within 48 hours after any vehicle accident while on state business and forwarded to the ORM Claims Unit. The DA 2041 form can be downloaded from:
<http://www.doa.la.gov/orm/formsCR.htm>. (See appendix).

(Note: When an accident occurs in an employee's personal vehicle while he/she is on state business then strike through "state vehicle" and write "personal vehicle" on the accident reporting form. In addition, in ALL cases the employee's liability insurer is the primary insurer of the accident. ORM's coverage is excess over any other collectible insurance).

A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) shall accompany the DA 2041 or should be sent to the ORM Claims Unit as soon as it is received by the agency. Do NOT delay submission of the DA 2041 waiting on the police report.

2. Failure of an authorized driver to report any vehicular accident may be cause for suspension of Driver Authorization.
3. The supervisor of the authorized driver involved in an accident shall review the accident report within two working days of the accident for completeness of information. Incomplete reports shall be returned for completion or corrected information. The supervisor may assist the individual in completing the report. All accidents require completion of the Vehicle Accident Report (DA 2041).
4. The supervisor (or safety coordinator, if appropriate) may consider what corrective action(s) may be necessary for accidents.
5. Agency heads, or the designee, will review the Accident Report Form, the Uniform Motor Vehicle Traffic Accident Report (police report – if one was completed), and the Authorization and Driving History Form (DA 2054).

Safety Audits and Record Keeping

The Loss Prevention Unit shall, upon request, assist agencies in reviewing and analyzing the Driver Safety Program to ensure it is properly designed to have the intended impact. Data concerning the type, frequency, and amount of claims shall be provided to the agency. By providing this data, the Unit assists the agencies in identifying where losses are occurring and how the losses may be reduced or eliminated. Driver Safety Program records shall be maintained for three years at the agency location and/or a central location designated by the agency.

Fleet Management

Each agency that provides for the use of state vehicles by employees to conduct official business is expected to adhere to the requirements of the State's Fleet Management Program (Title 4, Part V, subchapter F; Title 34, Part XI of the Louisiana Administrative Code).

Vehicle inspections are required at least (1) one time monthly. However, vehicle inspections are recommended prior to any road trip (thus often referred to as pre-trip inspections). Each state vehicle is to have a pre-trip inspection book located in the state vehicle for the employees to complete. The purpose of the inspection is to recognize and correct any safety, mechanical or electrical deficiencies that may occur with the vehicle.

Glossary

Louisiana State Driver Safety Program Accident Report (DA 2041)

This form is completed for any vehicular accident that occurs while being operated on state business. It is critical that employees and supervisors understand their roles in reporting accidents and accurately describing what occurred in a vehicular accident.

Agency Head

The highest authority within a subsidiary of a department.

Authorization and Driving History Form (DA 2054)

Record that is maintained by the agency on each employee who drives on state business. The form shows:

1. The employee's current personal information (Name, address, date of birth, license number, etc)
2. Employment information (employer, phone number, supervisor, etc.)
3. When an employee was authorized to drive
4. The date of his/her last Defensive Driving class
5. The type/class of driver's license the employee holds
6. Certification by the employee that he/she maintains liability insurance as required by state law
7. The signature of the Agency Head or designee authorizing the employee to drive

Department Head

The highest authority within the branches of State Government.

Designee

Individual(s) specifically designated by the department/agency head to act on their behalf.

Driver Safety Coordinator

Individual appointed by department/agency head to plan, organize, direct, and control the Driver Safety Program for the agency.

Guilty Plea

The admission of guilt from the defendant to each charge of the commission of a violation.

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.

Hit and Run

The intentional failure of the driver of a vehicle involved in or causing any accident, to stop such vehicle at the scene of the accident, to give his identity, and to render reasonable aid.

Moving Violation

A moving violation occurs whenever a vehicle is in motion. Examples of moving violations include: speeding, running a stop sign or red light, driving without a license, making a left turn from the right hand lane.

Negligent Injury

The inflicting of any injury upon the person of a human being when caused proximately or caused directly by an offender engaged in the operation of, or in actual physical control of any motor vehicle, aircraft, watercraft, or other means of conveyance whenever any of the following conditions exists:

- The operator is under the influence of alcoholic beverages.
- The operator's blood alcohol concentration is 0.08 percent or more by weight based upon grams of alcohol per one hundred cubic centimeters of blood.
- The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964.
- The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without prescription.
- The operator is under the influence of one or more drugs that are not controlled dangerous substances and which are legally obtainable with or without a prescription and the influence is cause by the operator knowingly consuming quantities of the drug or drugs that substantially exceed the dosage prescribed by the physician or the dosage recommended by the manufacturer of the drug.

Nolo Contendere

“No contest” – has the same effect as a plea of guilty, as far as the sentence is concerned, but may not be considered as an admission of guilt for any other purpose.

Official Driving Record (ODR)

Record maintained by the Office of Motor Vehicles on each driver in the State of Louisiana containing history of driver violations and accidents.

Reckless Operation

The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.

State Business

Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana, on behalf of and benefiting the state in the course and scope of their duties.

State Vehicle

Any licensed vehicle owned, leased and/or rented by the State of Louisiana.

Unauthorized (“NOT authorized”) Driver

A driver shall be considered “NOT” authorized if any of the following occur:

1. Meets the high-risk driver definition
2. Does not complete/pass the ORM-recognized driver course within the allowed time period,
3. He/she does not hold a valid driver’s license
4. The ODR isn’t cleared of all flags as noted in Item #5 of “How to review an ODR” (in Appendix)
5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually.

Vehicular Operation While Intoxicated

A vehicle operator shall be considered under the influence when:

1. The operator is under the influence of alcoholic beverages; or
2. The operator’s blood alcohol concentration is 0.08 percent or more by weight based on grams of alcohol per one hundred cubic centimeters of blood; or
3. The operator is under the influence of any controlled dangerous substance listed in Schedule I, II, III, IV, or V as set forth in R.S. 40:964; or
4. The operator is under the influence of a combination of alcohol and one or more drugs that are not controlled dangerous substances and which are legally obtained with or without a prescription.

Vehicular Accident

Any collision 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 or to what extent, where it occurred or who was responsible).

APPENDIX

Authorizing Drivers

1. Employee shall complete and sign Authorization and Driving History Form (DA 2054).
 - a. Complete ALL of the employee identification information at the top of the form. (Name, address, date of birth, License number, license expiration date, etc.)
 - b. Complete ALL of the fields regarding employment.
 - c. Enter the most recent date that the employee completed an ORM-recognized Defensive Driving class. Make sure this field is kept current.
 - d. Indicate the type of Driver's License the employee holds. Verify that the employee's license is applicable to the type of vehicle he/she will be driving on state business.
 - e. If the employee is using their personal vehicle on state business, then they shall complete the "use of private vehicle" section of the DA 2054 certifying that they carry liability insurance as required by state law.
2. Agency head or designee reviews the Official Driving Record that is requested and issued by the applicable State Office of Motor Vehicles to ensure the employee does not meet the high-risk driver definition (see ODR Review Instructions).
3. Verify the employee has passed an ORM recognized defensive driving course within ninety (90) days of entering the program and is repeated every three (3) years.
4. If the employee meets all of the above requirements, that employee may be authorized to drive on state business.
5. Only the Agency Head or his/her designee may review and authorize an employee to drive on state business. The authorization form shall be signed and dated by the Agency Head or his/her designee. The ODR shall be attached to the DA 2054.
6. A list indicating who is authorized to drive or not authorized to drive on state business shall be completed after all employee records have been reviewed and then released to the proper supervisor/fleet control manager. This list shall be available for the Loss Prevention Officer's review upon request.

How to Review an ODR (Official Driving Record)

1. Verify the employee name, address and license number match the information on the Driving Authorization Form (DA2054).
2. Check the license expiration date.
3. Check the license class and any restrictions that may affect the employee's ability to drive.
4. Verify any violations that were received in the past twelve months and whether these violations meet the high-risk driver definition in your Agency's policy.
5. Make sure the following flags are not noted on the record above the violations section:

/NI = No Insurance

SUS = Suspended

REV = Revoked

AF = Affidavit outstanding

*PUL = Pull notice for license