

From: Wright, Jenna L.
Sent: Thursday, June 29, 2017 9:00 AM
To: Loupe, Geremie J.
Cc: Fahey, Robert G.; Guth, Kelly
Subject: School Of Nursing Driver Safety Status

Geremie,

The attached spreadsheet shows the driver qualification status of your employees on June 28, 2017. Per the State of Louisiana Office of Risk Management, personnel who drive on official University business are required to complete the driver qualification process. Driving on official University business includes driving between campuses (e.g., from the School of Dentistry campus to the downtown campus), driving to a meeting off campus, renting a car while attending a conference or meeting, running work-related errands (e.g., driving to pick up supplies), and driving from campus to a hospital or clinic.

- Tab A shows those who have not completed all the requirements to become fully qualified to drive. These individuals may not drive on official University business until they complete all outstanding requirements. Columns with an "X" indicate a required action necessary for the individual to become fully qualified to drive. Please have those individuals complete those actions as described below:
 - Driver Education (DRED) Main Module. Go to the following Knowledge Delivery System link to complete this training: <https://intranet.lsuhscc.edu/ctms/kds/ComplianceTrainingOnLine>
 - DA 2054 Module (Driver Authorization Form). Go to the following Knowledge Delivery System link to complete this form: <https://intranet.lsuhscc.edu/ctms/kds/ComplianceTrainingOnLine>
 - Out of State Official Driving Record (ODR). These personnel have out of state drivers licenses. They must contact their state's Department of Motor Vehicles and have a certified copy of their official driving record sent to:
LSU Health Sciences Center EH&S
Attn: Driver Safety
450A South Claiborne Avenue, Room 212
New Orleans, LA 70112
 - Wrong Driver License (DL) Number. These personnel were notified that their driver's license number listed on their DA 2054 form is incorrect. They should go to the following link and complete a new DA 2054 that reflects the correct driver license number: <https://intranet.lsuhscc.edu/ctms/kds/ComplianceTrainingOnLine>
- Tab B shows all fully qualified drivers. These individuals may drive on official University business.
- Tab C shows those not authorized to drive on official University business. These personnel are primarily those who were requested to be placed on this list by their supervisors, as they will not drive on official University business during the course of their employment.

If you have any problems accessing the Knowledge Delivery System, contact Kelly Guth, Office of Compliance, at kguth@lsuhsc.edu or 504-568-5135.

If you would like to change an employee's status from "Not Authorized" to "Authorized", contact Kelly Guth (kguth@lsuhsc.edu) and she will issue that employee the DRED and DA 2054 modules via the Knowledge Delivery System. If you have an employee that will never drive on official University business that you would like to add to the "Not Authorized to Drive" list, please have that employee's supervisor send the following email to Kelly Guth (kguth@lsuhsc.edu):

Subj: Do Not Drive Statement ICO (insert name)

I supervise (insert name and Employee ID Number). I hereby certify that he/she will not drive on official state business during the course of his/her duties, either in a personal vehicle, state vehicle or rental car. Furthermore, I will not approve any travel for this individual that involves mileage reimbursement, car rental or gas purchase.

If in the future (insert name) is required to drive on official business, I will notify you so you can add him/her back to the driver safety requirements.

s/Supervisor

If you have any questions on driver safety requirements or the status of your personnel, see the [driver qualification process](#) or contact myself, at jwrig9@lsuhsc.edu or 504-568-4500.

Best,
Jenna

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