



DRIVER QUALIFICATION PROCESS

It is presumed that all LSUHSC-NO positions require employees to travel at least occasionally in the performance of their duties and therefore must complete the below qualification process, ***unless and until specifically exempted in writing by their supervisor.*** To drive either a State-owned vehicle, personally-owned vehicle, or a rental vehicle on official University business, employees must possess a valid and properly classed license and complete the three step qualification process detailed below. In the case of personally-owned vehicle usage, the vehicle must have the state required auto insurance coverage and the employee must be authorized to drive the vehicle under that insurance coverage. Unless employed by the University, students shall not be qualified to drive State-owned, rented or their personally-owned vehicles on official university business. Individuals who do not complete all steps of the process will be considered out of compliance with University regulations, their supervisors will be notified and they will not be allowed to receive travel reimbursements of any kind.

1. Complete an Approved Driver Safety Training Course

Candidate(s) must successfully complete the on-line Driver Safety Training course hosted by the Office of Compliance Programs' web-based training Knowledge Delivery System (KDS), or attend an equivalent classroom course. Training will be assigned automatically when due and can be accessed at <https://intranet.lsuhscc.edu/ctms/kds/ComplianceTrainingOnLine> (For assistance call (504) 568-5135). Employees who do not have network access should contact Kelly Guth at kguth@lsuhsc.edu to schedule driver safety training.

2. Submit a DA-2054 (Driver Authorization Form)

New employees will be prompted to electronically complete, sign and submit a DA 2054, Driver Authorization Form at time of hire via the on-line Knowledge Delivery System. The DA-2054 contains a statement affirming that the employee has and will maintain State required minimum liability insurance coverage on the vehicle they will be driving on official business and, upon request, show proof thereof. Upon submission of the 2054, employees will receive a confirmation email (enclosures 1 and 2) from Environmental Health and Safety. Current employees who have a change to the state of issuance, class of license and/or driving restriction changes shall notify Kelly Guth at kguth@lsuhsc.edu.

3. Official Driving Record

For Louisiana driver: EHS will obtain employee's Official Driving Record (ODR) from the Office of Motor Vehicles (OMV) to ensure that Office of Risk Management (ORM) requirements are met.

Non-Louisiana drivers' license: While Environmental Health and Safety (EHS) has access to Louisiana state driving records, it has no access to records of out-of-state licensees. Accordingly, if you possess an Out-of-State Driver's License, you are required to obtain a **CERTIFIED** copy of your Official Driving Record (ODR) and have it sent to LSUHSC EHS at:

LSUHSC EHS
Attn: Raychelle Williams
450A South Claiborne Avenue, Room 216
New Orleans, LA 70112

Once EHS receives your initial ODR, you will receive a Qualification email which is good for one year. To maintain qualification, you must have your ODR sent to EHS annually, 30 days prior to the expiration of your Qualification email. After receipt and review by EHS, you will receive a "Qualification" email that is good for another 12 months.

If you have recently obtained a Louisiana Driver's License, please contact Kelly Guth at kguth@lsuhsc.edu as soon as possible for instructions.

Qualification

Qualification approval will be based on the full completion of all three steps of the process as well as the results of the ODR checks in accordance with ORM requirements. Once all of the above requirements are met, email notification will be sent to the employee as to whether they are Qualified (enclosures 3 and 4) or Not Qualified to drive on official University business. The employee shall provide a copy of this email to his/her supervisor. Employees who have not received a Qualification email should not assume they are Qualified to drive on official University business. Note that employees with out of state drivers' licenses require a "Qualification" email annually (enclosure 5). Employees with Louisiana drivers' licenses only receive an initial Qualification email, which remains valid as long as they maintain their status as a low risk driver and they complete the driver safety course every three years.

Reportable Violations

Employees are required to immediately report any moving violation(s) or revocation of their driver's license to EHS (rwil32@lsuhsc.edu) via their supervisor. Reporting applies whether on state or personal/private business, and whether in a state or personal vehicle. "Moving violations" (defined below) require the completion of remedial driver safety training within 90 days of the violation to maintain "Qualified" driver status. "High Risk" violations (defined below) will result in a minimum 12 month suspension of authorization to drive on official University business. Authorization can be reinstated earlier than 12 months for operational reasons per the [High Risk Driver policy](#). The Environmental Health and Safety Department will notify the individual and their department head or designated official if they require remedial training or are considered "High Risk".

Use of Wireless Telecommunications Devices

Personnel shall not use a wireless telecommunications device while driving in a state-owned, leased, or private vehicle that is being driven on state business. This includes writing, sending, or reading a text based communication and engaging in a call. Use of a wireless telecommunication device is permissible for passengers in such vehicles. Exceptions:

- Report a traffic crash, medical emergency or serious road hazard.
- Report a situation in which the person believes his personal safety is in jeopardy
- Report or avert the perpetration or potential perpetration of a criminal act against the driver or another person
- Engage in a call or write, send or read a text-based communication while the motor vehicle is lawfully parked.

Vehicle Accident Reporting

A vehicular accident is defined as "any incident in which the vehicle comes into 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."

In case of an accident while driving any vehicle on official state business, we are required to send documentation to the Louisiana Office of Risk Management **within 48 business hours (2 business days) of the accident.**

When a vehicular accident occurs:

1. Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
2. Complete and submit an [on-line fillable DA 2041 form](#) within 48 business hours.

Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to DA2041@lsuhsc.edu and 6410StateofLouisiana@sedgwickcms.com.

3. Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
4. To facilitate timely completion of the DA 2041, keep a hardcopy of the [Vehicle Accident Reporting Quick Guide](#) in your vehicle.
5. Completion of the DA 2000 form is not required for vehicle accidents.

Recurring Training Requirement

To maintain Qualification to drive on official state business, employees must repeat the Drivers Safety Training Course every three years and will be automatically prompted to do so by KDS. ODRs are reviewed annually to ensure compliance with ORM requirements.

Definitions:

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.

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 vehicle or similar violation, within a one year period.

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

State (University) Business: Any legal and lawful activity conducted/engaged in, by an employee or agent of the State of Louisiana (LSUHSC-NO), on behalf of and benefiting the state (University) in the course and scope of their duties. Examples of driving on official University business include receiving mileage reimbursement; commuting between campuses, hospitals, or clinics during the work day; running work-related errands; and driving to attend a job-related conference.

Non-Drivers

If you do not have a driver's license or will never drive on official state business, have your Supervisor send a Do Not Drive Statement (enclosure 6) by email to have your name removed from the Driver Education (DRED) requirements. Direct the email to Kelly Guth, Compliance Educator, at kguth@lsuhsc.edu.

Enclosure 1 (Email to Employee with Louisiana License upon Submission of DA 2054 Form)

From: Robert Fahey, Executive Director, Environmental Health and Safety
To: DA 2054
Cc: Potential Qualified Driver (in state)
Subj: Submission of DA 2054, State of Louisiana Driver Authorization Form

Thank you for submitting your completed DA 2054, State of Louisiana Driver Authorization Form, a copy of which is attached.

Since you have a Louisiana driver's license, the Environmental Health and Safety Department will now contact the State of Louisiana Office of Motor Vehicles and check your official driving record. If your record indicates that you are not a high risk driver, you will be contacted via email that you are qualified to drive on official University business. Please provide a copy of that email to your supervisor.

You will maintain this qualification as long as you complete the on-line driver safety training every three years and you maintain your status as a low risk driver.

All LSUHSC qualified drivers are required to immediately report any moving violations or revocations of their driver's license to their supervisor, but no later than the next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle. The supervisor will then report this information to the Driver Safety Program Administrator, Raychelle Williams.

See the [Driver Qualification Process](#) for more information. If you have any questions, contact Raychelle Williams at rwil32@lsuhsc.edu or 568-4500.

Enclosure 2 (Email to Employee with Out of State License upon Submission of DA 2054 Form)

From: Robert Fahey, Executive Director, Environmental Health and Safety
To: DA 2054
Cc: Potential Qualified Driver (Out of State)
Subj: Submission of DA 2054, State of Louisiana Driver Authorization Form

Thank you for submitting your completed DA 2054, State of Louisiana Driver Authorization Form, a copy of which is attached. You now have another step to complete to become Qualified to drive on official LSUHSC business.

Since you have an out of state driver license, you must now contact your state's office of motor vehicles and have a certified copy of your official driving record sent to the Environmental Health and Safety Department (note that a copy of your driving record that is not certified, such as those issued by privately owned web sites, is not acceptable).

Send the certified copy of your official driving record to:

LSUHSC EHS
Attn: Raychelle Williams
450A South Claiborne Avenue, Room 216
New Orleans, LA 70112

You are responsible for any fees associated with obtaining your official driving record. If your record indicates that you are not a high risk driver, you will be contacted via email that you are qualified to drive on official University business. Please provide a copy of that email to your supervisor.

You will maintain this qualification as long as you complete the on-line driver safety training every three years and you maintain your status as a low risk driver. **Note that as an out of state driver, you must also have a certified copy your official driving record sent to the Environmental Health and Safety Department every year so that your low risk status can be validated.**

All LSUHSC qualified drivers are required to immediately report any moving violations or revocations of their driver's license to their supervisor, but no later than the next scheduled workday. Said reporting applies whether on state or personal/private business and whether in a state or personal/private vehicle. The supervisor will then report this information to the Driver Safety Program Administrator, Raychelle Williams.

See the [Driver Qualification Process](#) for more information. If you have any questions, contact Raychelle Williams at rwil32@lsuhsc.edu or 568-4500.

Enclosure 3 (Qualification Email for Employees with Louisiana Licenses)

From: Raychelle Williams
To: Qualified Driver
Subj: Qualification to Drive on Official LSUHSC Business

Your DA 2054 Driver Authorization Form, qualifying you to drive on official LSUHSC business, is approved. This approval allows limited secondary insurance coverage under the State of Louisiana's Office of Risk Management policy.

Provide a copy of this email to your supervisor. Note that permission must be granted by your supervisor prior to departure on any official LSUHSC business.

Immediately report any future moving violation citations or license revocations to me via your supervisor.

In the event you are involved in an automobile accident while driving on University business, in addition to the normal steps you would ordinarily take in the event of any accident, you must:

1. Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
2. Complete and submit an [on-line fillable DA 2041 form](#) within 48 business hours (2 business days). Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to DA2041@lsuhsc.edu and 6410StateofLouisiana@sedgwickcms.com.
3. Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
4. To facilitate timely completion of the DA 2041, keep a hardcopy of the [Vehicle Accident Reporting Quick Guide](#) in your vehicle.
5. Completion of the DA 2000 form is not required for vehicle accidents.

If you have any questions, please contact me at rwil32@lsuhsc.edu or 568-4500.

Enclosure 4 (Qualification Email for Employees with Out of State Licenses)

From: Raychelle Williams
To: Qualified Driver
Subj: Qualification to Drive on Official LSUHSC Business

Your DA 2054 Driver Authorization Form, qualifying you to drive on official LSUHSC business is approved. You are qualified to drive for the next 12 months. This approval allows limited secondary insurance coverage under the State of Louisiana's Office of Risk Management (ORM) policy.

Provide a copy of this email to your supervisor. Note that permission must be granted by your supervisor prior to departure on any official LSUHSC business.

Immediately report any future moving violation citations or license revocations to the LSUHSC Environmental Health and Safety Department via your supervisor.

To maintain Qualification, you must have a **certified** copy of your Official Driving Record sent from your state's Department of Motor Vehicles to LSUHSC Environmental Health and Safety at least 30 days prior to the expiration of this Qualification (**note that a copy of your driving record that is not certified, such as those issued by privately owned web sites, is not acceptable**). You will then receive another Qualification email good for another year. You are responsible for any fees associated with obtaining your official driving record.

In the event you are involved in an automobile accident while driving on University business, in addition to the normal steps you would ordinarily take in the event of any accident, you must:

1. Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
2. Complete and submit an [on-line fillable DA 2041 form](#) within 48 business hours (2 business days). Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to DA2041@lsuhsc.edu and 6410StateofLouisiana@sedgwickcms.com.
3. Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
4. To facilitate timely completion of the DA 2041, keep a hardcopy of the [Vehicle Accident Reporting Quick Guide](#) in your vehicle.
5. Completion of the DA 2000 form is not required for vehicle accidents.

If you have any questions, contact me at rwil32@lsuhsc.edu or 568-4500.

Enclosure 5 (Annual Renewal Qualification Email for Employees with Out of State Licenses)

From: Raychelle Williams
To: Qualified Driver
Subj: Qualification to Drive on Official LSUHSC Business

Your Official Driving Record has been reviewed and you are classified as a low risk driver. Accordingly, you are qualified to drive for the next 12 months. This approval allows limited secondary insurance coverage under the State of Louisiana's Office of Risk Management (ORM) policy.

Provide a copy of this email to your supervisor. Note that permission must be granted by your supervisor prior to departure on any official LSUHSC business.

Immediately report any future moving violation citations or license revocations to the LSUHSC Environmental Health and Safety Department via your supervisor.

To maintain Qualification, you must have a **certified** copy of your Official Driving Record sent from your state's Department of Motor Vehicles to LSUHSC Environmental Health and Safety at least 30 days prior to the expiration of this Qualification (**note that a copy of your driving record that is not certified, such as those issued by privately owned web sites, is not acceptable**). You will then receive another Qualification email good for another year. You are responsible for any fees associated with obtaining your official driving record.

In the event you are involved in an automobile accident while driving on University business, in addition to the normal steps you would ordinarily take in the event of any accident, you must:

6. Call the local Police to report the accident and obtain a traffic accident report when available. If the accident involves an LSUHSC-owned vehicle, occurred on LSUHSC grounds, or involved an injury or death, notify University Police at 568-8999 or 568-8270.
7. Complete and submit an [on-line fillable DA 2041 form](#) within 48 business hours (2 business days). Alternatively, to expedite submittal if the DA 2041 form has been completed by hand, it may be scanned and emailed to DA2041@lsuhsc.edu and 6410StateofLouisiana@sedgwickcms.com.
8. Include a copy of the local police traffic accident report with the DA 2041 submission. However, if the local police traffic accident report is not immediately available, submit the DA 2041 without it and follow-up later when received. Due to the time constraints on reporting, the DA 2041 can be submitted by either the employee or the supervisor.
9. To facilitate timely completion of the DA 2041, keep a hardcopy of the [Vehicle Accident Reporting Quick Guide](#) in your vehicle.
10. Completion of the DA 2000 form is not required for vehicle accidents.

If you have any questions, contact me at rwil32@lsuhsc.edu or 568-4500.

Enclosure 6 (Do Not Drive Email Statement)

From: Supervisor
To: Kelly Guth (kguth@lsuhsc.edu)
Subj: Do Not Drive Statement ICO (**insert name**)

I supervise (insert name and login ID). 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