

## DEPARTMENT OF ENERGY NATURAL RESOURCES (DENR) DRIVER SAFETY

The Driver Safety Program is part of the Loss Prevention program required by the Office of Risk Management in accordance with Louisiana Administrative Code (LAC) Title 37. 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.

### I. PROGRAM COMPONENTS

#### A. Agency Policies and Procedures

All DENR employees are required to comply with **Human Resources Policy No. 9, Vehicle Operations and Monitoring**, which outlines the vehicle operation and monitoring requirements that must be satisfied while operating a vehicle on DENR business.

Additionally, in accordance with Office of Risk Management guidelines, the following procedures govern DENR's Driver Safety program:

#### 1. Responsibilities

- (a.) It is DENR's procedure that, upon hire, all employees shall request authorization to drive on State business via the completion and signature of a Driver Authorization Form (DA2054). However, **supervisors cannot permit employees to drive on State business until such time as the authorization process (as explained in Section 2. below) has been completed and confirmation is received from the Safety Coordinator or Assistant Coordinator that the employee has been approved to drive.**
- (b.) A list of those employees authorized to drive shall be maintained for review at the next audit or compliance review.
- (c.) The following outlines the roles and responsibilities of the individuals responsible for implementation of the Driver Safety Program:

#### **Safety Coordinator / Assistant Coordinator: For HEADQUARTERS EMPLOYEES**

- Serves as designee for each of the Office's Agency Heads and completes driver authorization process on behalf thereof.
- Maintains DA2054's for all employees authorized to drive.
- Maintains the list of employees authorized to drive.
- Maintains files of completed MV3/MV4/Safety Checklists.
- Ensures that an employee is authorized to drive prior to issuance of a Fueltrac PIN number.

#### **Safety Officer: For DISTRICT EMPLOYEES**

- Serves as designee for assigned District Office and completes driver authorization process on behalf thereof.
- Maintains DA2054's for all employees authorized to drive.
- Maintains the list of employees authorized to drive.

### **Supervisors**

- Ensures that an employee is authorized to drive, as notified by the Safety Coordinator/Assistant Coordinator or District Safety Officer, prior to:
  - Issuing a State vehicle to an employee;
  - Permitting an employee to drive on State business;
  - Requesting a FuelTrac PIN number for an employee.
- Reviews and approves MV3 logs.
- Complies with HR Policy No. 9, Vehicle Operation and Monitoring, and all provisions of the Driver Safety Program as identified herein.

### **Employees**

- Operates vehicle on State business only after being advised of authorization and for which he/she is licensed and insured.
- Records vehicle operation, including date, mileage, fuel purchases, and destinations to/ from on the vehicle's MV3/MV4 log. Attaches any receipts related thereto and submits to supervisor upon conclusion of the month.
- Complies with HR Policy No. 9, Vehicle Operation and Monitoring, and all provisions of the Driver Safety Program as identified herein.

### **Fleet Liaison**

- Ensures that all vehicles assigned to his/her Division are in safe operating condition, including completion of a monthly Safety Checklist located on the back of the MV3/MV4 log.
- Follows through to ensure that all deficiencies noted during monthly inspections are corrected and such actions are documented.
- Serves as point of contact for any required documentation corrections of MV3/MV4/Safety Checklists.

## **2. Authorization Process**

The driver authorization process for HEADQUARTERS EMPLOYEES is as follows:

- (a.) Employee: When accepting a job offer, the new hire completes and signs a Driver Authorization Form (DA2054) as part of his/her pre-employment process. Human Resources forwards the DA2054 to the Safety Coordinator/Assistant Coordinator accordingly.
- (b.) Safety Coordinator/Assistant Coordinator:
  - Obtains and attaches the Official Driving Record (ODR) to DA2054. Reviews to ensure ORM requirements are met:
    - (1.) The employee is not considered "high risk" or automatically disqualified from driving as defined in HR Policy No. 9. Refer to the guidelines provided in the "How to Review an ODR" section for more information.
    - (2.) The employee has satisfied the training requirement as explained below.
  - Signs DA2054 if employee is authorized to drive.

- Notifies employee, supervisor, and Fiscal Administrative Services Program Specialist of the authorization determination.
- Maintains records of authorized DA2054's and list of employees authorized to drive.

The driver authorization process for DISTRICT EMPLOYEES is as follows:

(a.) Employee: When accepting a job offer, the new hire completes and signs a Driver Authorization Form (DA2054) as part of his/her pre-employment process. The hiring manager forwards the DA2054 to the District Safety Officer accordingly.

(b.) District Safety Officer:

- Obtains and attaches the Official Driving Record (ODR) to DA2054. Reviews to ensure ORM requirements are met:
  - (1.) The employee is not considered "high risk" or automatically disqualified from driving as defined in HR Policy No. 9. Refer to the guidelines provided in the "How to Review an ODR" section for more information.
  - (2.) The employee has satisfied the training requirement as explained below.
- Signs DA2054 if employee is authorized to drive.
- Notifies employee, supervisor, and Fiscal Administrative Services Program Specialist of the authorization determination.
- Maintains records of authorized DA2054's and list of employees authorized to drive.

### **3. Preventative Maintenance**

The Fleet Liaison is responsible for ensuring that preventative maintenance is completed for all State vehicles assigned to his/her Division in accordance with the suggested manufacturer's preventative maintenance schedule.

### **4. Training**

To be authorized to drive, employees shall successfully complete the ORM Defensive Driving course in the LEO system as soon as possible upon hire, not to exceed 90 days, and at least once every three (3) years thereafter as a refresher.

Authorized drivers who have convictions on their motor vehicle records shall be required to retake the ORM Defensive Driving course in the LEO system within 90 days of notification of a conviction.

### **5. Claims Reporting/Accident Investigation**

If needed, DENR may solicit assistance from Sedgwick, as the State's Third Party Administrator (TPA), in conducting investigations into claims resulting from accidents involving vehicles used on state business.

## **B. Accident Reporting**

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.

The procedure for reporting accidents is as follows:

1. All accidents shall be reported by the driver of the state vehicle to the employee's immediate supervisor, Safety Coordinator and Assistant Coordinator on the day of the accident.
2. The Louisiana State Driver's Accident Report (DA2041) must be completed by the employee, or to the best knowledge of the employee's immediate supervisor if necessary, and forwarded to the Safety Coordinator and Assistant Coordinator as soon as possible following the accident, but not to exceed 24 hours thereafter. It should be noted on the DA2041 whether the vehicle involved is a State-owned, rented or personal vehicle.
3. A copy of the Uniform Motor Vehicle Traffic Accident Report (police report) **must** accompany the DA2041, or should be forwarded as soon as it is received by the employee/supervisor. DO NOT delay submission of the DA2041 to the Safety Coordinator and Assistant Coordinator while waiting on the police report.
4. The Safety Coordinator, or Assistant Coordinator in their absence, shall submit the DA2041 to Sedgwick via email to [6410stateoflouisiana@sedgwickcms.com](mailto:6410stateoflouisiana@sedgwickcms.com) within 48 hours of the accident, and any associated police report upon receipt.

**C. Safety Audits and Recordkeeping**

Driver Safety Program records shall be maintained for review until at least the next audit or compliance review. Specifically:

- DA2054 forms must be maintained for as long as the driver is actively employed by DENR and is authorized to drive.
- Driver training (initial, refresher) documentation must be maintained for 3 years.
- ODR's, high-risk driver documentation (e.g., re-training records, letters), vehicle inspection forms, and preventative maintenance records must be maintained for 1 year.
- The list of employees authorized to drive must be updated and maintained annually.

**D. Fleet Management**

Given that state vehicles are provided so that employees can conduct official business, DENR must comply with the requirements of the State's Fleet Management Program, which is defined in Title 4, Part V, subchapter F; and Title 34, Part XI, of the Louisiana Administrative Code.

## HOW TO REVIEW AN OFFICIAL DRIVING RECORD (ODR)



Louisiana Department of Public Safety and Corrections  
Office of Motor Vehicles  
P.O. Box 64886  
Baton Rouge, LA 70896

### OFFICIAL CERTIFICATION OF DRIVING RECORD

Accident involvement indicated does NOT mean the individual was at fault or given a citation.

This document is for official Agency use only.

This Official Online Driving record was issued:    Date:    /    /    Time:

DATE / /	BIRTH DATE	SEX M	LICENSE NO	CLASS E	EXP DATE <b>2</b>	RESTRICTIONS NO RESTRCTIONS <b>3</b>
NAME/ADDRESS <b>1</b>			ENDR: NONE			
			71409 DIS 3			
N/C			PER STATUS: SUS		/AF/NI*PUL*    EX <b>5</b>	
03-19-02			SPEED EXCESS OF POSTED MAXIMUM		02-04-01	
ALEXANDRIA JUDICIAL						
PRIVATE VEHICLE			<b>4</b>			
NUMBER OF ACCD: 0			NUMBER OF CONVS: 1		NUMBER OF RECORDS: 1	

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. A list of restrictions, and their definitions, is available online in the Office of Motor Vehicle’s Policy, Section I – Issuance of Driver’s License, Section 13.00 – Restrictions and Endorsements, at: <http://dpsweb.dps.louisiana.gov/omv1.nsf/58c968bd569b099986256cdc000806eb/10564241920020fc862564ae005125e9?OpenDocument>
4. Verify any violations that were received in the past twelve months and whether these violations meet the definition of a “high risk” driver as defined in Human Resources Policy No. 9.
5. Make sure there are no flags that would automatically disqualify the individual from being authorized to drive in accordance with Human Resources Policy No. 9:
  - NI: No Insurance (i.e., No liability security coverage on the vehicle). This means the individual’s driver’s license is blocked against renewal or re-issuance, but does not mean a driver’s license suspension is imposed. This individual could be authorized to drive a State vehicle, but could not use his/her personal vehicle for State business.
  - Revoked: The individual’s registering privileges are withdrawn. This individual cannot be authorized to drive on State business, whether it is a State-owned, rented, or personal vehicle.
  - Suspended: The individual’s driving privileges are suspended. This individual cannot be authorized to drive on State business, whether it is a State-owned, rented, or personal vehicle.

## GLOSSARY

- A. 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.
- B. Agency Head:** The highest authority within a subsidiary of a Department.
- C. 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, license number);
  2. Employment information (supervisor);
  3. When an employee was authorized to drive;
  4. The date of his/her last Defensive Driving class;
  5. Certification by the employee that he/she maintains liability insurance as required by state law;
  6. The signature of the Agency Head or designee authorizing the employee to drive.
- D. Department Head:** The highest authority within the branches of State Government.
- E. Designee:** Individual(s) specifically designated by the Department/Agency head to act on their behalf.
- F. Driver Safety Coordinator (also referred to as Safety Coordinator):** Individual appointed by Department/Agency head to plan, organize, direct, and control the Driver Safety Program for the Agency.
- G. Guilty Plea:** The admission of guilt from the defendant to each charge of the commission of a violation.
- H. 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.
- I. 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.
- J. 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.
- K. 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 exist:
- 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 caused 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.
- L. 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 guilty for any other purpose.
- M. 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.
- N. Reckless Operation:** The operation of any motor vehicle, aircraft, vessel, or other means of conveyance in a criminally negligent or reckless manner.
- O. 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.
- P. State Vehicle:** Any licensed vehicle owned, leased and/or rented by the State of Louisiana.
- Q. 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;”
  5. The Authorization and Driving History Form (DA 2054) has not been completed and signed by both the employee and Agency Head/Designee annually;
  6. Is a student not employed by the State of Louisiana.
- R. 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.
- S. 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).

- T. Wireless Telecommunications Device:** Any type of instrument, device, or machine that is capable of transmitting or receiving telephonic, electronic, radio, text, or data communications, including but not limited to a cellular telephone, a text-messaging device, a personal digital assistant, a computer, or any other similar wireless device that is designed to engage in a call or communicate text or data.