LDH State Vehicle Policy Training: Driver Safety Coordinator Specific

DIVISION OF SAFETY/SECURITY & ADMINISTRATIVE SERVICES
It is the policy of the Louisiana Department of Health (LDH) to establish and administer a Vehicle Management Control Program that will provide a uniform procedure for management and control of state vehicles, which complies with the Louisiana State Driver Safety Program, LDH General Safety and Loss Prevention Program, and Louisiana Revised Statute 39:361-363.

https://ldh.la.gov/assets/docs/hr/Policies/AdministrativeServices/Policy/StateVehicles.pdf
RESPONSIBILITIES

**LDH SECRETARY** - is responsible for Departmental adherence to Louisiana Register, Vol. 13, No. 1, January 20, 1987, with all revisions. He/she may delegate this authority to the LDH Safety Director.

**LDH ASSISTANT SECRETARY/MEDICAID DIRECTOR** - is responsible for agency adherence to LDH policy for State Vehicles. He/she shall designate, in writing, his/her Agency Transportation Coordinator and/or Agency Driver Safety Coordinator for his/her agency. Each LDH agency may establish additional internal management procedures and guidelines for the handling of state vehicles within the guidelines of this policy. Any updates to the Agency Transportation Coordinator and/or Driver Safety Coordinator shall be submitted to the LDH Safety Director.
RESPONSIBILITIES (CONT.)

AGENCY TRANSPORTATION COORDINATOR - serves as primary liaison for the agency with DOA, Louisiana Property Assistance, and LDH Safety Director including:

- Responsibility for dissemination of LDH and DOA policies and procedures regarding the use of state vehicles among agency employees.
- Responsibility for submission of accurate and timely information/reports regarding state vehicles as required/requested by DOA and/or mandated by legislation.
- Responsibility for responding to inquiries from DOA or the LDH Safety Director regarding particular situations involving the possible misuse of state vehicles assigned to his/her agency or operated by their agency's employees.
- Reporting to DOA and the LDH Safety Director any improper use of state vehicles that comes to his/her attention, along with corrective/disciplinary actions taken, as appropriate.
- Reporting to DOA and the LDH Safety Director any accident involving a state vehicle or plans to dispose of or transfer a state vehicle.
- Reviews and monitors monthly vehicle usage and maintenance reports, investigates irregularities or have them investigated, and provides explanations to DOA as requested.
- Maintains current and complete files on each state vehicle assigned to, owned by, or used by the agency, to include information detailed elsewhere in these regulations.
- Assists in administering the Driver Safety Program for the agency.
- Coordinates and approves agency requests for replacement or new state vehicles before such requests are submitted to the DOA Budget Office, first ensuring that under-utilized vehicles are not available within the agency for transfer. (Each case will also be reviewed and approved by the DOA Fleet Manager prior to Budget Office approval.) The Agency Transportation Coordinator should have sufficient authority to reassign agency vehicles within the agency.
- Ensures that each state vehicle under his/her supervision has minimum preventive maintenance performed at appropriate intervals. Ensures that each vehicle is inspected monthly and that documentation is maintained for the annual ORM audit.
- Obtains license plates and property tag numbers.
- Performs such duties as necessary to monitor the use of state vehicles assigned and ensure the most efficient and effective operation.
RESPONSIBILITIES (CONT.)

AGENCY DRIVER SAFETY COORDINATOR - serves as primary liaison between the agency Assistant Secretary/Medicaid Director and the LDH Safety Director including:

- Responsible for ensuring all agency-authorized driver’s complete ORM Defensive Driver course via Louisiana Employees Online (LEO).
- Maintains all agency employee drivers training records, ODRs, and appointing authority approval(s) for the annual ORM audit.
- Maintains a list of agency employees authorized and not authorized to drive a state vehicle.
- Ensures that all agency-authorized drivers have completed the DA2054 -Authorization and Driving History Form.
- Ensures that procedures specified by the ORM and/or the LDH Safety Director have been followed when any accident occurs involving a state vehicle.
- Ensures that there are no flags on Official Driving Record (ODR) that would prohibit an agency employee from being an authorized driver.
SUPERVISORS/APPOINTING AUTHORITY OR DESIGNEE – are responsible for:

- Fulfilling responsibilities set out in the Driver Safety Program.
- Notifying the Agency Driver Safety Coordinator immediately when an employee reports a citation or moving violation.
- Reviewing driving records of agency employees to determine eligibility to drive state vehicles.
- Identifying agency authorized and non-authorized drivers and forwarding to the Agency Driver Safety Coordinator.
- Signing and forwarding required forms in a timely manner to the Agency Driver Safety Coordinator.
- Notifying the Agency Driver Safety Coordinator of any new employees to their agency.
RESPONSIBILITIES (Cont.)

EMPLOYEE – shall be responsible for:

- The safe operation of state vehicles in accordance with all Louisiana laws, including but not limited to use of seat belts by all occupants, and obeying posted speed limits.
- No driver shall make use of any instrument designed to detect the presence of police radar for monitoring vehicular speed.
- Must maintain minimum liability coverage, as required by Louisiana law, if operating their personal vehicle for official state business.
- Shall report any unsafe vehicle condition immediately to their Agency Transportation Coordinator.
- Report any on duty accidents or citations for moving violations to their supervisor the day it occurs.
- Must report to their supervisors the revocation or suspension of their driver's license or dropping of liability insurance coverage, no later than their next scheduled workday.
- Must notify their supervisor of the final disposition of any citation or court decision.
- Ensures that procedures specified by the ORM and/or the LDH Safety Director have been followed when any accident occurs involving a state vehicle.
Should a contractor operate a state owned fleet vehicle or should a state employee transport non-state employees in a state vehicle (includes personal vehicle when conducting official state business) attached form MUST be signed BEFORE operating or transporting.

https://www.doa.la.gov/media/4srnk0pa/nonstateemployeefirstofstatevehicleacknowledgement6-21-16.pdf
STATE VEHICLE

Any licensed vehicle owned, leased and/or rented by the State, or any privately owned vehicle used to conduct official state business.

- Note: In all cases involving an employee’s personal vehicle - the employees liability insurer is the primary insurer of the accident.
Defensive Driver Course

All State Authorized Drivers MUST complete the ORM Defensive Driver course via LEO within 90 days of hire and every 3 years thereafter.

- Contractors that drive to conduct official state business for the agency must adhere to the same requirements as a standard state employee. They can take the training on the Office of Risk Management Training Site and must print out their completion certificate
AUTHORIZED vs.
NON-AUTHORIZED

AUTHORIZED DRIVER

- An individual who is authorized to drive in the course and scope of his/her employment on a frequent basis to conduct official state business.

NON-AUTHORIZED DRIVER

- An individual who is NOT authorized to drive in the course and scope of his/her employment on a frequent basis for any of the following reasons:
  - Did not meet the minimum driving requirements,
  - Did not complete/pass the ORM Defensive Driver course within the allowed time period,
  - Driving privileges are suspended after notification of an accident or citation,
  - The Authorization and Driving History Form (DA 2054) has not been completed and/or signed by the Appointing Authority, or
  - Does not renew a driver’s license by the expiration date.
Employee shall read, complete, and sign Authorization and Driving History Form (DA 2054) by completing all of the employee identification information at the top of the form. (Name, employee number, supervisor name, defensive driver training date, driver’s license number, and state of issuance)

The Agency Driver Safety Coordinator verifies that the employee has passed the ORM Defensive Driver course within ninety (90) days of hire and every three (3) years thereafter.

https://www.doa.la.gov/media/c4jp4uai/da2054.pdf
CONTRACT DRIVER AUTHORIZATION FORM (DA 2055)

Contractor shall read, complete, and sign Authorization and Driving History Form (DA 2054) by completing all of the identification information at the top of the form. (Name, defensive driver training date, driver's license number, and state of issuance)

The Agency Driver Safety Coordinator verifies that the contractor has completed (passed) the ORM Defensive Driver course within ninety (90) days of hire and every three (3) years thereafter.

https://www.doa.la.gov/media/k2zljpdo/da2055.pdf
REQUEST OFFICIAL DRIVING RECORD

Agency Driver Safety Coordinator requests the ODR from the Department of Public Safety and ensures the employee does not meet the high-risk driver definition. An ODR shall be obtained annually (i.e. no longer than every twelve (12) months between records). Agency Driver Safety Coordinator shall “flag” any instances of high-risk drivers.

Employees with out-of-state drivers' licenses are responsible for obtaining a certified copy of their ODR and provide it to their Agency Driver Safety Coordinator.

We recommend pulling all records on the same annual schedule.

EXAMPLE: If John Doe was hired in January and you run ODR’s for your agency in May every year. You will run Johns ODR in January as a new hire and obtain signatures within 45 days. You will run John’s ODR again in May so he can get on the same scheduled rotation with the rest of your agency.
# AUTHORIZATION AND HISTORY SPREADSHEET

![Spreadsheet](https://ldh.la.gov/assets/docs/SafetySecurity/AuditSection2/AuthorizationandDrivingHistoryLog.xls)

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<th>FIRST NAME</th>
<th>DL #</th>
<th>FIELD OFFICE</th>
<th>DATE OF DDH FOR PRIOR FISCAL YEAR</th>
<th>DATE OF DDH FOR CURRENT FISCAL YEAR</th>
<th>STATE RENTAL</th>
<th>CAR PRIVILEGES</th>
<th>PERSONAL AUTO INSURANCE AT TIME OF INCIDENT</th>
<th>APPROVAL STATUS</th>
<th>DATE OF HIGH RISK DETERMINATION</th>
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*This form does not replace the required DDH 204. If used for training and CPR tracking, the form must be signed by the agency head or his/her designee.*
MOVING VIOLATION

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

A driver is considered high risk if any of the following situations occur on or off duty:

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

◦ 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.
HOW TO REVIEW AN OFFICIAL DRIVING RECORD (ODR)

- Verify that the employee name and license number match the information on the Driver Authorization Form (DA 2054).

- Check the license expiration date.

- Check the license class and any restrictions that may affect the employee's ability to drive.

- Verify any violations that were received in the past twelve (12) months and whether these violations meet the high-risk driver definition within this policy.

- Make sure the following flags are not noted on the record above the violations section:
  - NI = No Insurance (i.e. No Liability Security Coverage on Personal Vehicle)
  - SUS = Suspended
  - REV = Revoked
  - AF = Affidavit outstanding
  - PUL = Pull notice for license

- If an employee is not authorized to drive, the Agency Driver Safety Coordinator shall notify the employee and his/her direct supervisor, agency safety coordinator, and Agency Assistant Secretary/Medicaid Director in writing that the employee shall not drive to conduct official state business noting the reason why and their name shall be added to the agency non-authorized driver list.
LOOK FOR CONVICTIONS/VIOLATIONS

As you are reviewing the ODRs look for the convictions/violations and flag them.

NO INSURANCE – NI
- Employees are required to maintain liability insurance at all times and contractors are not exempt either.
- Employee/Contractor needs to get it taken care of immediately but cannot drive personal vehicle to conduct official state business, but can drive fleet.

SUSPENDED – SUS
- Employees/Contractor cannot drive personal or state fleet for official state business with a suspended license, its against the law.

REVOLED – REV
- Employees/Contractors must have a drivers license to drive any vehicle.

Affidavit Outstanding – AF
- There is a warrant or something issued and the employee must get it taken care immediately.
- Typically you will see SUS/AF or REV/AF
FLAGGED
CONVICTION/VIOLATIONS

Check the date of the moving violation(s) is it within the past year?

Check with the supervisor to see if they were made aware of the moving violation.

Check to see if the employee retook ODR Defensive Driver Course within 90 days of the moving violation?

Are there three or more convictions, guilty pleas, and/or nolo contender pleas for moving violations?

Is there a single conviction, guilty plea or nolo contender plea for driving while intoxicated, hit and run driving, vehicular negligent injury, reckless operation within the 12 months?
WHAT HAPPENS AFTER I REVIEW THE ODR

Agency Driver Safety Coordinator forwards all DA 2054 forms along with the ODR to appointing authority. Only the appointing authority or his/her designee may review and authorize an employee to drive on state business. The DA 2054 authorization form shall be signed and dated within 45 days of obtaining the ODR.

Remember: If an employee is not authorized to drive, the Agency Driver Safety Coordinator shall notify the employee and his/her direct supervisor, agency safety coordinator, and Agency Assistant Secretary/Medicaid Director in writing that the employee shall not drive to conduct official state business noting the reason why and their name shall be added to the agency non-authorized driver list.
NOW THAT I RECEIVED SIGNED DA2054’s

Appointing Authority forwards the authorized and/or non-authorized drivers to the Agency Driver Safety Coordinator who shall maintain two lists of employees, those that are authorized to drive and those that are non-authorized (aka: high risk drivers). Both lists must be kept, available at each audited location, and available for the LDH Safety Director and/or ORM upon request.
REMEMBER

Those drivers who do not possess current drivers' licenses or who are classified as "high risk drivers," will not be authorized to drive state vehicles to conduct official state business for a period of 12 months after the date of the last citation or, if the supervisors are not notified, then 12 months from the date of discovery of the citation.

Employees must immediately report to their supervisor revocation of their drivers' licenses, cessation of insurance coverage, and all moving violation citations.

No person(s) may be transported in a state vehicle unless said person is a state employee or signs an ORM Hold Harmless Agreement Form.

Employees shall report any moving violation to their supervisor (including weekends) so that they are made aware and that ORM Defensive Driver course is retaken and certificate provided to agency Driver Safety Coordinator.
“Two wrongs don’t make a right, but three lefts do.”

- HAROLD LERCH, SR.