

YOUTH SERVICES POLICY

Title: Driver Safety Program Next Annual Review Date: 11/07/2017	Type: A. Administrative Sub Type: 2. Personnel Number: A.2.48
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References: La. R.S. 32:57(A), 409.1(D), 39:1543, ORM Rule, Title 37 Insurance, Part 1 RM, State's Fleet Management Program, Title 4, Part V, Subchapter F; Title 34, Part XI of the Louisiana Administrative Code; ACA Standards 2-CO-1B-11, 2-CO-1C-05 (Administration of Correctional Agencies), 4-JCF-1C-17, 4-JCF-6B-02, 4-JCF-6D-03(Performance-Based Standards for Juvenile Correctional Facilities); 2-7054 and 2-7069 (Standards for Juvenile Probation and Aftercare Services); YS Policy Nos. A.1.7 "Risk Management", A.1.14 "Unusual Occurrence Reports", A.2.1 "Employee Manual", A.2.7 "Drug Free Workplace", A.2.16 "No Smoking and Tobacco-Free Policy", and A.3.2 "Travel"	
STATUS: Approved	
Approved By: <i>James Bueche, Ph.D., Deputy Secretary</i>	Date of Approval: 11/07/2016

I. **AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. **PURPOSE:**

To increase the safety of YS and contracted employees, control the use of vehicles used in the performance of state-related business, reduce the state's liability exposure, reduce loss expenses, achieve accountability, and meet the requirements of Louisiana Revised Statute 39:1543 by establishing and maintaining an effective Driver Safety Program.

III. **APPLICABILITY:**

All YS and contracted employees.

Each Unit Head is responsible for ensuring that all necessary procedures are in place to comply with the provisions of this policy.

IV. **DEFINITIONS:**

Accident - Any incident 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.

Agency Head – The highest authority within a subsidiary of a Department.

Contractor Driver Authorization Form (DA 2055) - A record that is maintained by the unit's Safety Officer on each contractor authorized to drive state vehicles or who are authorized to travel in a state vehicle during the performance of on-site contract related functions.

Department Head – The highest authority within the branches of State Government.

Designee – Individual(s) specifically designated by the Department/Agency head to plan, organize, direct, and control the Driver Safety Program for the Agency.

Driver Authorization Form (DA 2054) - A record that is maintained by the unit's Safety Officer on each employee who drives for the purpose of conducting state business. The form includes the employee's current personal information, employment information, date authorized to drive, date of last defensive driving class and certification by the employee that the employee maintains liability insurance as required by state law and the signature of the Unit Head authorizing the employee to drive.

Employees - All staff employed by Youth Services that are classified, unclassified, WAE (when actually employed), and contracted health care providers.

Fleet Control Officer - Staff designated by the Unit Head to monitor the requirements of the state's Fleet Management Program.

Guilty Plea – The admission of guilt from the defendant to each charge of the commission of violation.

High Risk Driver –

1. An employee having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations within the previous 12 month period; or
2. An employee 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 12 month period.

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

Louisiana Defensive Driving Course - A driving course on defensive driving techniques that introduces techniques to fine tune an employee's driving skills.

Louisiana State Driver Safety Program Accident Report (DA 20141) – 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.

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 cause 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.

Nolo Contendere – “No Contest” – Has the same effect as a plea of guilty, as far as the sentence is concerned, but may be considered as an admission of guilty 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.

Safety Officer - Person(s) responsible for bringing all affected employees into compliance and ensuring continuing compliance with the requirements of this Driver Safety Program.

State Business – Any legal and lawful activity conducted/engaged in, by an employee or agency 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 for official state business. The personal use of a state-owned or leased vehicle is prohibited with the exception of home storage commute miles if approved by the Commissioner of Administration via the DOA MV-2.

Unauthorized (“NOT Authorized”) Driver - A driver shall be considered “NOT” authorized if any of the following occurs:

1. Meets the high-risk driver definition;
2. Does not complete/pass the ORM-recognized driver safety course within the allowed time period;
3. Does not hold a valid driver’s license;
4. The ODR is not cleared of all flags as noted in Section VI.C.5.;
5. The “Authorization and Driving History Form” (see attached DA 2054 dated 7/1/12) has not been completed and signed by both the employee and Agency Head/Designee annually;
- 6*. Driver has been declared an unauthorized driver by Investigative Services (IS) due to misuse of a state vehicle; or
7. Is a student not employed by the State of Louisiana.

*When IS determines the misuse of state vehicles, IS staff shall recommend unauthorized driver status to the Unit Head for approval and processing as outlined in this policy.

Unit Head – For the purpose of this policy, Deputy Secretary, Assistant Secretary, Undersecretary, Chief of Operations, Deputy Assistant Secretary, Regional Directors, Facility Directors, Regional Managers/designees.

Vehicular Operation While Intoxicated – A vehicle operator shall be considered under the influence when:

- 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 obtained with or without a prescription.

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.

V. POLICY:

It is the Deputy Secretary’s policy that all YS and CHP employees shall meet the requirements of the Driver Safety Program, which is part of the overall Office of Risk Management’s Loss Prevention Program. The State of Louisiana provides

insurance coverage for liability and physical damage to state owned and leased licensed vehicles, and provides excess liability coverage over the individual's private insurance required by law for employees' private vehicles used in the course and scope of their state employment.

The use of a state-owned vehicle is considered to be a privilege provided by the state so that official job responsibilities can be fulfilled. Unit Heads are responsible for insuring that this privilege is exercised appropriately and that the operation and management of state-owned vehicles is as economical and effective as possible.

State vehicle violations shall be addressed through the disciplinary process, up to and including termination.

VI. PROCEDURES:

A. Authorization Process

1. Each applicable Unit Head shall designate the person(s) responsible (referred to herein as "Safety Officer") for bringing all affected employees into compliance with the requirements of the Driver Safety Program.
2. Each applicable Unit Head is responsible for designating which employees are authorized to drive state vehicles or personal vehicles on state business.

State vehicles shall be utilized at all times when on the premises prior to personal vehicle usage. **There shall be no reimbursement for expenses incurred for the use of a personal vehicle when a state vehicle is available.**

Personal vehicle usage shall be determined on a case-by-case basis with prior written travel authorization, and with approved documentation of the circumstances justifying the personal vehicle usage, by the Unit Head for each personal vehicle request, on the attached "Travel Authorization Form". A copy of each approved authorization form shall be maintained on file by the Unit Safety Officer.

3. Any YS employee whose job duties involve the operation of state vehicles shall complete form DA 2054, which is used to obtain the employee's ODR from the Department of Public Safety (DPS), Office of Motor Vehicles (OMV).

All YS employees authorized to drive state vehicles are also authorized to drive rental vehicles after all rental vehicle requirements are met in accordance with PPM No. 49, General Travel Regulations. (Refer to YS Policy A.3.2.)

Contract employees needing transportation to perform on-site contracted related functions shall be allowed access and use of state vehicles with the approval from the contracting authority and the Facility Director. The contract employee must complete the attached "Contractor Driver Authorization" form (DA 2055) in advance of the authorized travel.

4. The "Driver Authorization Form" (DA 2054), along with the ODR (see attached sample), shall be submitted to the applicable Regional Director, Regional Manager, Facility Director /designee for review. All employees must complete the ORM approved Defensive Driving Course prior to the Unit Head's approval to operate state vehicles. The course can be accessed through LEO at: <https://leo.doa.louisiana.gov/irj/portal>

The Regional Directors shall ensure that the original documents are returned to the applicable Community Based Services (CBS) office for placement in the individual's Driver Safety file maintained by the unit's Safety Officer.

5. Any employee found to be a high-risk driver shall receive and sign for the "Notice to Unauthorized Driver Due to "High Risk Status" notice [see Attachment) from the unit Safety Office. The employee shall not be authorized to drive either a state vehicle or personal vehicle on state business for 12 months from the time the agency becomes aware of the high risk status. A copy of the notice shall be maintained by the unit Safety Officer.

After the 12 month period, the employee shall complete the ORM approved Defensive Driving Course prior to reinstatement of driving privilege.

In rare situations, it may be determined that suspension of the employee's driving privileges may not be in the best interest of the agency. In the event such an incident should occur, it must be approved by the applicable Regional Director, and well documented with written corrective action being placed in the employee's Driver Safety file maintained by the unit's Safety Officer.

6. Staff who have never been issued a driver's license or owned a vehicle must be placed on the Unauthorized Driver's List.
7. If an employee is not authorized to drive, that employee, the employee's supervisor, the unit's Fleet Control Officer, and the Control Center shall be notified in writing that the employee is not authorized to drive on state business.

8. If an employee resides outside of the State of Louisiana and possesses an out-of-state license, the unit must acquire a certified copy of the ODR from that state. The employee shall be placed on the unauthorized list until the document is received, reviewed and approved.

In some cases, i.e., Mississippi, the employee may have to personally obtain the certified out-of-state ODR. In this instance, reimbursement of costs may be refunded with petty cash after prior approval of the 156-B process. Reimbursement of costs applies only to the cost of the certified copy of the ODR.

Staff shall not be allowed to use a state vehicle or be reimbursed for any travel expense associated with obtaining the certified ODR.

Notice of Invalid Driver's License (Louisiana Resident with Out of State License) Letter is attached to and made part of this policy [see Attachment A.2.48 (c.1)].

If an employee currently resides in the State of Louisiana and possesses an out-of-state driver's license, the employee shall be given 30 days to obtain a valid Louisiana driver's license. A copy of the driver's license must be provided to the unit's Safety Officer for verification. If the employee does not provide this document within 30 days, this person must be placed on the unauthorized list.

All Louisiana residents must have a valid Louisiana driver's license. La. R.S. 32:409.1(D) requires that a person must transfer their license to Louisiana no later than 30 days after moving to this state. La. R.S. 32.57(A) provides that if a person fails to follow this law, for a first violation the person shall be punished by a fine of not more than \$500.00, or by imprisonment for not more than 90 days, or both.

Notice of invalid Driver's License (Non-Louisiana Resident with Out of State Driver's License) Letter is attached to and made part of this policy [see Attachment A.2.48 (c.2)].

9. No employee shall operate a state or personal vehicle on state business until the employee has completed the ORM approved Defensive Driving Course and provided proof of insurance for personal vehicle usage.

Subsequent to completion of the ORM approved Defensive Driving Course, all authorized drivers must complete a refresher course at least once every three (3) years, unless their class of license requires additional training or testing.

10. The Central Office (CO) Administrative Program Director and the CO Safety Officer has been appointed by the Deputy Secretary to monitor statewide compliance with the Driver Safety Program.

Each Unit Head shall designate an individual responsible for monitoring compliance with the Driver Safety Program at their assigned location.

11. The ODR of each potential driver shall be reviewed upon hire by the applicable Unit Head/designee and annually thereafter, during the month of October. The Unit Head/designee shall have a maximum of 45 calendar days from receipt of the ODR to review and determine if the employee should be authorized to drive.

In order to be in compliance with ORM requirements, each unit must obtain the ODR every 12 months and review them no later than 45 days from the date the ODR is obtained. This means that each unit must obtain the ODR during the same month as the previous year's ODR, which shall be during the month of October for YS/OJJ.

To ensure compliance with the 12 month ORM requirement, each unit shall implement the attached "Authorization and Driving History Log" [see Attachment A.2.48 (d)] for tracking purposes and ORM audit review. The "Authorization and Driving History Log" must be dated and signed by the Unit Head/designee.

12. The unit's Safety Officer shall monitor and report on the following:
 - a. Drivers experiencing a change in status of their license (see Section VI.D.2);
 - b. Drivers who have been involved in an accident or received a moving violation citation within the past 12 month period (see Section VI.D.3);
 - c. Drivers that have a "No insurance (NI)" flag on their ODR shall be placed on the Unauthorized Drivers List. The unit's Safety Officer shall advise the employee in writing* that the employee has been placed on the Unauthorized Drivers List, and that the employee is required to submit documentation to the unit's Safety Officer within 30 days of receipt of the notification letter from the Unit Head, verifying that the NI flag has been cleared.

If the employee fails to clear the NI flag within 30 days of notification, the employee may be subject to disciplinary action as determined by the Unit Head, which shall continue to progress every 30 days thereafter that the issue is not resolved, up to termination.

The Facility Director shall advise the unit's Safety Officer of the following:

- 1) Type of disciplinary action;

- 2) Penalty to be imposed (i.e. LOC/suspension/progressive discipline; and
- 3) Date of disciplinary action.

The designated staff responsible for the Driver Safety files shall maintain a tracking chart to ensure that follow-through is conducted following the initial 30 day letter to the employee. Once the employee is cleared and the ODR has been provided to the supervisor, the employee shall be removed from the list.

When considering disciplinary action, the Unit Head shall take into account the significance of the employee driving a personal vehicle as it relates to the employee's essential job functions.

The Unit Head's decision must be documented by processing the disciplinary action or by providing the unit's Safety Officer with documentation that states that the employee shall remain on the unauthorized list. Unauthorized list documentation must be maintained in the employee's Driving Record file.

****Notice of Invalid Driver's License (No Insurance Flag) Letter is attached to and made part of this policy [see Attachment A.2.48 (c)].***

- d. The CO Safety Officer shall monitor and alert Central Office drivers when they are due to attend the Defensive Driving Course.

Staff Development located at the facility level shall monitor and alert secure care drivers when they are due to attend the Defensive Driving Course.

Designated Regional Office staff shall monitor and alert CBS drivers when they are due to attend the Defensive Driving Course.

- e. The "Authorization and Driving History Log" shall be maintained throughout the year by the responsible employee at the unit level.

13. Each Unit Head is responsible for the following:

- a. In October of each year, each Regional Safety Officer shall scan all ODRs and the "Authorization/Driving History Log" to the CO Safety Officer for review.

- b. Maintain for each employee, in a "confidential" safety file, copies of the following:

- 1) The "Authorization/Driving History Form" (DA 2054/DA 2055);
- 2) The ODR;

- 3) A copy of employee's driver's license; and
 - 4) The employee notification of being placed on the unauthorized drivers list, if applicable.
 - c. Maintain and monitor each employee's Defensive Driving training date to ensure compliance with ORM standards and this policy.
 - d. Provide a list of unauthorized drivers to the Control Center, the unit's Fleet Control Officer, and applicable supervisors to ensure vehicle keys are not issued to unauthorized drivers. This list shall be updated as needed in the event of an accident, change of status of driver's license or new hires. This list must be signed and dated by the Unit Head.
 - e. In the event of an accident or change of status of driver's license, the unit's Safety Officer shall notify the Unit Head.
- B. Instructions for the Completion and Review of the Driver Authorization Form (DA 2054)
 1. The employee shall complete and sign form DA 2054.
 - a. Complete all of the employee identification information at the top of the form. (Agency, Employee Name, Employee Number, Immediate Supervisor, Date of Driver Training Course, License Number, State of Issuance, etc.)
 - b. Enter the most recent date the employee completed an ORM recognized Defensive Driving Course. Ensure that this field is kept current.
 - c. The employee/contractor must read and sign the Employee Acknowledgement/Authorization section of the "Driver Authorization Form" (DA 2054) or the "Contractor Driver Authorization Form" (DA 2055). A copy of the employee's/contractor's driver's license must be attached to the form for review.
 2. The applicable Unit Head/designee shall review the ODR issued by the Louisiana State Office of Motor Vehicles to ensure the employee does not meet the high-risk driver definition.
 3. The applicable Unit Head/designee shall verify that the employee passed the ORM approved Defensive Driving Course within 90 days of hire, and every three (3) years thereafter.
 4. If the employee meets all of the above requirements, the employee may be authorized to drive on state business.

5. Only the applicable Unit Head/designee may review and authorize an employee to drive on state business. The "Driver Authorization Form" or the "Contractor Driver Authorization Form" shall be signed and dated by the person reviewing and approving the DA 2054/DA 2055. Name stamps are not allowed.
6. The ODR and a copy of the employee driver's license shall be attached to the DA 2054/DA 2055.
7. A list indicating who is not authorized to drive on state business shall be completed after all employee records have been reviewed and released to the applicable supervisor, the Control Center and the unit's Fleet Control Officer. This list must be signed and dated by the applicable Unit Head/designee.
8. Driver safety files must be maintained on all employees for a minimum of three (3) years by the unit's Safety Officer.

C. Instructions for Review of Official Driving Record

1. Verify that the employee's name and license number match the information on the DA 2054/DA 2055.
2. Check the license expiration date.
3. Check any restrictions that may affect the employee's ability to drive. A partial list of restriction codes provided by the "ORM Loss Prevention Manual" dated 2007 is attached and made part of this policy [see Attachment A.2.48 (e) - ODR Flags]. A complete list may be found at the Louisiana Department of Public Safety at www.dps.state.la.us.
4. Verify any violations that were received in the past 12 months and whether these violations require that the employee be placed into the high-risk category.
5. Ensure that the following flags **are not** noted on the ODR above the violations section:

NI	No Insurance
SUS	Suspended
REV	Revoked
AF	Affidavit Outstanding
PUL	Pull Notice for License

D. Authorized Driver Reporting Requirements

1. Employees who are authorized to drive state vehicles are responsible for reporting any unsafe conditions observed in vehicles used in the course of their duties to the unit's Safety Officer. Additionally, the employee shall check the vehicle and make sure that it contains a

blank “Louisiana State Driver Safety Program Accident Report” (see attached form DA 2041, revised 9/14), along with the attached instructions for completion [see Attachment A.2.48 (b)].

Changes to the DA 2041 Form include the following:

- Agency Name (Owner);
 - Vehicle Owner’s Location Code;
 - Driver’s Agency Name and Location Code; and the
 - LPAA/Fleet ID Number.
2. All authorized drivers are required to maintain a valid driver’s license for the class of vehicle they are operating. Any change in the status of the license (i.e. suspension, revocation or expiration of driver’s license) shall be reported by the employee to the employee’s supervisor and the unit’s Safety Officer immediately.
 3. An authorized driver who receives a citation for a moving violation, whether personal or job-related and on or off the job, shall report such violation to their supervisor and the unit’s Safety Officer. If a citation is received in a state vehicle on official business, a copy of the citation shall be forwarded to the unit’s Safety Officer. Notification shall be made upon the first day the driver returns to work following the violation if the violation occurs after working hours. Accidents by employees in their personal vehicle after hours need not be reported unless the employee was ticketed.

Speeding, red light, or any other tickets issued by an automated system (Photo-enforced intersections, "photo cop" tickets) are to be reported in the same way as moving violations. The employee who checked out the vehicle is responsible for paying all fines associated with photo-enforced citations.

Employees using motor vehicles on official state business may be reimbursed for parking fees, ferry fares, and road and bridge tolls. For each such transaction over \$5.00, a receipt shall be required pursuant to PPM No. 49, State Travel Guidelines. A request for reimbursement for this type of expenditure shall be requested on the state’s “Travel Expense Account” form (BA-12), and handled in accordance with the procedures outline in YS Policy No. A.3.2.

However, if an employee who checks out a vehicle receives a parking ticket for a violation, the employee shall report the violation to their supervisor and the unit’s Safety Officer. In addition, the employee who checked out the vehicle is responsible for paying any fines associated with the parking violation.

This agency relies on the honesty of staff to self-report moving violations as outlined above to meet ORM management requirements.

Failure to self-report and attend Driver Safety refresher training within 90 days of conviction may result in progressive disciplinary action as outlined in YS Policy No. A.2.1.

4. YS employees 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 making or receiving a call. Use of a Wireless Telecommunications Device is permissible for passengers in such vehicles.

Exceptions are as follows:

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

E. Personally Assigned State Vehicles and Home Storage

1. A "Request for Personal Assignment and/or Home Storage of State-Owned Vehicle" form (DA 5210) must be completed, signed and filed with the State Fleet Manager by May 1 of each year in order to continue the personal assignment into the new fiscal year.
2. Any agreements (DA 5210) approved during the year shall expire June 30 and require renewal request
3. Personally assigned state vehicles shall be made available for official use by other staff members when it would otherwise not be used (and such use noted on the "Travel Authorization Form". State vehicle keys are not to be locked in an individual's office for any reason at any time when the vehicle is not in use.
3. When an employee with a personally assigned state vehicle is out on extended leave (more than five days), the Unit's Fleet Control Officer should be notified so that the vehicle may be temporarily reassigned.
4. The personal use of a state-owned or leased vehicle is prohibited with the exception of home storage commute miles if approved by the Commission of Administration.

F. Pool Vehicles

1. The Unit Head shall establish a pool vehicle manager to handle and track requests for state vehicles assigned to the unit. The pool vehicle manager shall serve as the unit's key custodian, and shall regulate the issuance and return of pool keys, including spare keys, which shall be maintained under lock and key.
2. All requests for the use of a state vehicle should be made at least 24 hours in advance on the "Vehicle Request Log" (see attached sample, which shall be created to reflect the vehicles assigned to each unit and maintained in a 3-ring binder), and include the following information at the time of requests:
 - a. Date of Travel;
 - b. Time of Travel;
 - c. Destination;
 - d. Date / Time of Return; and
 - e. Any special needs.

If available, a pool vehicle will be assigned. If a pool vehicle is not available, the employee may complete a "Travel Authorization Form".

3. Prior to or at the time of departure, the requesting employee shall obtain a binder which contains the keys to the assigned vehicle, a gas credit card, vehicle log, and travel information from the designated pool vehicle manager.

Prior arrangements should be made for obtaining the vehicle keys and binder outside of work hours on Monday – Friday, 7:30 a.m. – 4:30 p.m. Carpooling arrangements must be made when knowledge of employees traveling to the same destination is known.

4. In the event the designated pool vehicle manager is not available during attempts to return the vehicle binder, or as a result of traveling that extends after hours, the binder must be maintained securely. Vehicle binders shall not be left unattended with the keys in the binder at any time, as the requesting employee is responsible until returned.

An email notification should be forwarded to the pool vehicle manager and his/her supervisor informing them that the vehicle binder is ready to be returned and the binder's current location.

If an employee returns after hours and the binder remains with the employee, it shall be the employee's responsibility to ensure the binder is returned to the unit by 7:30 a.m. the following day. **No exceptions.**

5. Smoking is not allowed in state vehicles. State vehicles shall not be returned with trash, and spills should be attended to as soon as possible. Employees should be considerate of others by helping to maintain cleanliness in state vehicles.
 6. Upon returning to the unit, the “Daily Vehicle Log” shall be completed by the driver with the following information:
 - a. The date;
 - b. Odometer reading;
 - c. Number of miles traveled;
 - d. Number of gallons of gas **(as noted on the receipt - not the pump – no rounding of numbers)**, and fuel cost (if applicable);
 - e. Initials of driver;
 - f. Location where trip began;
 - g. All points visited; and
 - h. Purpose of the trip (ex: BR office to BCCY for training and back to BR office).
- G. Daily Vehicle Log / Preventative Maintenance
1. When an authorized driver checks out a state vehicle the driver shall ensure that the “Daily Vehicle Log” [see Attachment OJJ Replacement/2008 and Attachment A.2.48 (a) “Daily Vehicle Log Instructions”)] is completed. Upon return, the “Daily Vehicle Log” shall be submitted to the unit’s Fleet Control Officer.

Preventive maintenance shall be conducted on each state vehicle assigned to the unit’s master inventory in accordance with the Louisiana Property Assistance Agency (LPAA), and documented on the “Daily Vehicle Log”.

Executive staff issued an assigned vehicle shall ensure that the preventive maintenance is conducted in accordance with the LPAA, and documented on the “Daily Vehicle Log”.

All authorized drivers shall conduct a safety inspection of the assigned vehicle that includes fluid levels, turn signals, brakes, brake lights, gauges, tire inflation, and windshield, as needed. This inspection shall be documented monthly on the “Daily Vehicle Log”.

Any discrepancies or concerns noted during an inspection shall be reported to the unit’s Fleet Control Officer for all pool vehicles or their immediate supervisor for assigned vehicles, to immediately arrange for repairs.

2. Employees who have been issued an assigned state vehicles shall complete the "Daily Vehicle Log" on the last day of the month and submit it to their supervisor for review and approval, by signature. The "Daily Vehicle Log" must then be forwarded to the unit's Fleet Control Officer within three (3) days following the last day of the month.
3. The unit's Fleet Control Officer and Regional Office Property Liaison shall ensure that vehicles and equipment are properly maintained in accordance with the manufacturer's recommendations and that maintenance records are retained on file.
4. The unit's Fleet Control Officer and Regional Office Property Liaison shall ensure compliance with the State's Fleet Management Program guidelines which include preventive maintenance procedures and a schedule for each vehicle in the program.

H. Accidents/Incidents

1. All accidents/incidents occurring while on duty (whether in a state or personal vehicle) shall be reported to the driver's supervisor, unit's Safety Officer on the same day of the accident/incident.
2. A driver involved in an accident/incident while operating a state vehicle shall immediately obtain all the information required and shall not leave the scene until the "Accident Report" (DA 2041) form is completed at the scene of the accident/incident.
3. The employee must provide the completed "Accident Report" (DA 2041) form to their supervisor immediately upon returning to the workplace. The supervisor must forward it to the unit's Safety Officer and CO Fleet Manager within 24 hours of the accident for submission to the ORM via fax within 48 hours, excluding holidays and weekends. If the driver is not able to complete this portion of the accident/incident report, it shall be completed by the driver's supervisor to the best of the supervisor's ability.

(Note: When an accident occurs in either an employee's personal vehicle or a rental vehicle while he/she is on state business, complete the DA2041 and note whether or not the vehicle is state-owned, rented, or personal.)

4. As soon as possible after the accident/incident, the driver shall obtain a copy of the police report (if one was completed). All of the above information shall be forwarded to the driver's supervisor for review and submission to the unit's Safety Officer and CO Fleet Manager for further processing with the ORM.

In the event of an accident/incident whereas a copy of a police report is not available but deemed necessary (parking lot, on-campus, etc.), the driver's supervisor shall immediately contact the unit's Safety Officer to assist with the investigation and completion of the "Accident Report" (DA 2041) to determine the cause of the accident/incident. The unit's Safety Officer shall obtain written statements (UOR's) from the driver of the vehicle, and any witnesses, and take photographs of the scene, vehicles involved, etc.

5. If the employee is injured during the accident/incident, the "Employer Report of Injury/Illness" (DA 1973) shall be completed by the CO Fleet Manager within 48 hours for submission to ORM.
6. An employee involved in an accident/incident resulting in bodily injury or property damage while driving a state vehicle or personal vehicle on state business shall be subject to drug testing (refer to YS Policy No. A.2.7).
7. Failure of an authorized driver to report any vehicular accident may be cause for suspension of Driver Authorization.

Employees found to have violated this policy may be subject to disciplinary action.

I. Reporting Problems with Vehicles during Office Hours

If problems with a state vehicle are encountered during office hours, employees shall contact the CO Administrative Program Director as soon as possible by calling (225) 287-7900.

J. Reporting Problems with Vehicle After-Hours / Car Breakdown

If problems with a state vehicle are encountered after office hours, employees shall take the following steps:

1. Call Fuel Trac – open 24 hours – 7 days per week at 1-800-987-6591 (the number is located on the Fuel Trac card). Fuel Trac will provide assistance for locating gas stations, repair shops, roadside assistance, etc.;
2. Charge Authorizations: Call 1-800-987-6589;
3. To report a lost or stolen card: Call 1-866-618-5658;
4. Report to immediate supervisor on the next business day; and
5. Fuel Trac card limits are \$250 per week for maintenance repairs.

K. Vehicle Safety Kits

Each state owned vehicle shall be equipped with a safety kit that includes at a minimum:

- A first aid kit;
- Small fire extinguisher; and
- Reflective triangle in the event of breakdown.

Flares are not allowed in state-owned vehicles.

L. Vehicle Documentation Manual

Documentation requirements for each state owned vehicle shall be maintained in a 1" (inch), 3-ring binder with a view (any color). The front of the binder shall reflect the year, make, model and color of vehicle, license plate number, VIN number, property tag number, and the identification number if unit has assigned a specific number to the vehicle (ex. Unit 17).

The contents of the binder shall contain, at a minimum, the following documents:

1. Front inside pocket must have the "Louisiana State Fleet Management's Operator's Manual";
2. A 3-ring pouch with zippers to keep the keys, an ink pen, fuel card and gas receipts;
3. Daily vehicle log sheet (2-sided document, front and back);
4. Extra vehicle log sheets with heading completed for vehicle assignment;
5. Daily vehicle log instructions;
6. Insurance certificate (current);
7. Vehicle registration (current);
8. DA 2041 "Accident Report" (revised 9/14);
9. Instructions on how to complete the "Louisiana's State Driver's Accident Report" form;
10. "Hold Harmless Agreement" (refer to YS Policy No.A.3.2); and
11. "Unusual Occurrence Report (UOR)" (refer to YS Policy No. A.1.14).

All documentation must be maintained in sheet protectors with the exception of the "Louisiana State Fleet Management's Operator's Manual" (see # 1 above), and the current month's "Daily Vehicle Log Sheet".

VII. STAFF DEVELOPMENT:

1. Authorized drivers must complete an ORM approved Defensive Driving Course within three (3) months of employment, and a refresher course at least once every three (3) years unless their class of license requires additional training or testing. Prior to operating a state or private vehicle on state business, the employee must provide proof to the Unit Head that the employee has completed an ORM approved Defensive Driving Course.
2. Drivers who have violations indicated on their ODR shall be required to take the ORM Defensive Driving Course within 90 days of notification of conviction or upon knowledge of the violation by the ODR reviewer.

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3. In addition to the above training, secure care facilities shall ensure that applicable staff is periodically trained as needed on the use of non-licensed vehicles such as golf carts, gators, 4-wheelers, etc. Training shall include safety precautions regarding said vehicles. This training shall be documented and maintained by the unit's Safety Officer.
4. A copy of this policy shall be distributed to all Unit Heads for discussion with staff upon final approval.
5. Upon completion of the DA 2054/DA 2055 form, all new employees shall acknowledge receipt of this policy as part of the new hire packet by completing the "Staff/Contract Provider Confirmation of Receipt" [see Attachment A.2.48 (f)]. The signed receipt shall be maintained in the employee's personnel record by DPS/HR staff.

Previous Regulation/Policy Number: A.2.48

Previous Effective Date: 11/14/2014

Attachments/References:

MV3/MV4/DA424 – OJJ Vehicle Log.pdf
A.2.48 (a) Daily Vehicle Log Instructions
Fleet Operator's Manual.pdf
DA1973 (E-1) Employer Report of Injury/Illness
DA2041 Accident Report
A.2.48 (b) Driver's Accident Report Form Instructions
DA2054.July 2012 Driver Authorization Form
DA2055.July 2012 Contractor Driver Authorization Form
A.2.48 (c) Notice of Invalid Driver's License.July 2012
A.2.48 (c.1) Notice of Invalid Driver's License – LA Resident, Out of State License.July 2012
A.2.48 (c.2) Notice of Invalid Driver's License – Out of State Resident.July 2012
A.2.48 (d) Blank-Authorization and Driving History Log 2016-2017
A.2.48 (e) ODR Flags.July 2012
A.2.48 (f) Confirmation of Receipt.July 2012
DA5210 Request for Personal Assignment and/or Home Storage of State-Owned Vehicle
DA2000.July 2014 ORM State Employee Incident/Accident Investigation Form (WC Claims)
Sample – Vehicle Request Log
OJJ Notice to Unauthorized Driver Due to "High-Risk Status"