YOUTH SERVICES
POLICY

Title: Driver Safety Program	**Type:** A. Administrative **Sub Type:** 2. Personnel **Number:** A.2.48
	Page 1 **of** 20
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: *E. Dustin Bickham, JD, Interim Deputy Secretary*	**Date of Approval:** 08/24/2020

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, Executive Management Advisor, 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. The High Risk Driver training course can be found at http://www.doa.la.gov/Pages/ormTraining.aspx

   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, Facility 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. It is the responsibility of the Central Office (CO) Administrative Program Director to conduct the new hire Official Driving Record Review and forward the completed documentation to the CO Safety Officer for placement in the driver safety file. It is the responsibility of the CO Safety Officer to conduct the annual Official Driving Record Review in October, every year. Preparation for the annual review shall begin in September, every year. In the event that the CO Administrative Program Director or CO Safety Officer are unable to perform their duties in regards to the Official Driving Record due to leave or extended absence, then the other employee (the Director or Officer) who is present shall perform the duties.

    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 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 flag has been cleared.

       If the employee fails to clear the 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 state 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 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 complete list of restriction codes provided by the "ODR Vendor Reference Manual" dated 2018 is attached and made part of this policy [see Attachment A.2.48 (e) - ODR Vendor Reference Manual]. A complete list may also 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". <u>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.</u>

4. 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.

5. 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 too 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/2018 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" to include the date and signature of the person completing the inspection.

   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 vehicle 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 (<u>whether in a state or personal vehicle</u>) 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. Refresher training for violation can be found at http://www.doa.la.gov/Pages/orm/Training.aspx

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: 08/30/2019
Attachments/References:
OJJ Vehicle Log Nov 2018.pdf
A.2.48 (a) Daily Vehicle Log Instructions
Fleet Operator’s Manual.pdf
LWC-WC IA-1 First Report of Injury or Illness
DA2041 Accident Report
A.2.48 (b) Driver’s Accident Report Form DA 2041 Instructions
DA2054.July 2012 Driver Authorization Form
DA2055.July 2012 Contractor Driver Authorization Form
A.2.48 (c) Notice of Invalid Driver’s License.Nov 2018
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 2020-2021
A.2.48 (e) ODR Vendor Reference Manual.August 2018
A.2.48 (f) Confirmation of Receipt.July 2012
DA5210 Request for Personal Assignment and/or Home Storage of State-Owned Vehicle
Sample – Vehicle Request Log
OJJ Notice to Unauthorized Driver Due to “High-Risk Status” August 2020
Travel Authorization Form 01-2013

Replacement/2018
MV3/MV4/DA424

DAILY VEHICLE LOG

STATE OF LOUISIANA
OFFICE OF JUVENILE JUSTICE

Property Tag Number	Serial Number	License Plate	Month	Year	Unit #

PA Y N	HS Y N	Make	Model	Model Year	**DO NOT INCLUDE INSURANCE COSTS**

Beginning Odometer			Gallons						
Date	Trip Ending Reading	Trip Mileage	of Fuel	Fuel Cost	Maint. & Repair Cost (Detail on Reverse Side)	Other Costs (Detail on Reverse Side)	Down Days	Driver Initials	Location where trip began, all points visited, unless did not leave state grounds; where trip ended & purpose of trip (meeting, site visit, etc.)
Final Reading									
MONTHLY TOTALS								TOTAL EXPENSE FOR MONTH	$

THE ABOVE RECORD REFLECTS AN ACCURATE ACCOUNTING OF THE USE OF THIS STATE-OWNED VEHICLE, AS ATTESTED TO BY THE OPERATOR'S INITIALS BY EACH ENTRY (POOL CARS) OR, FOR PERSONALLY ASSIGNED VEHICLES, THE DRIVER'S SIGNATURE. THE LAST PERSON SIGNING THE REPORT OR THE TRANSPORTATION OFFICER SHALL SUBMIT THIS REPORT TO HIS/HER SUPERVISOR BY THE THIRD WORKING DAY OF EACH MONTH, WHO SHALL REVIEW, SIGN THE BOX (RIGHT) IF APPROVED, AND FORWARD TO THE AGENCY TRANSPORTATION COORDINATOR WITHIN THREE ADDITIONAL DAYS.

SIGNATURE OF ASSIGNED DRIVER (IF APPLICABLE)

AUTHORIZED SUPERVISOR

TITLE

SERVICE REPORT

Date	Firm Name	Odometer Reading	Service Report: Nature of Repairs (oil chg, tires, etc)	$ Parts	$ Labor	$ Total
					Total Repair Cost	$

DATE **OTHER COSTS**

Date	Nature of Cost	Amount
	TOTAL OTHER COSTS:	$

DATE OF SAFETY INSPECTION: **INSPECTED BY:**

CHECK FLUID LEVELS(BEFORE LONG TRIPS AND AT LEAST ONCE A WEEK)

CHECK DAILY:

LIGHTS, TURN SIGNALS, BRAKE LIGHTS		WINDSHIELD & INSPECTION STICKER	
BRAKES		GAS OVER 1/2 FULL	
GUAGES FOR FUEL,ENGINE STATUS, OIL		HORN	
TIRE INFLATION AND CONDITION		CLEAN INSIDE & OUT	

Make sure your vehicle has, at all times, a bumper sticker reading "State of Louisiana For Official Use Only". Notify your Property Manager if you do not have one on your vehicle.

Safety Inspection Remarks

PREVENTIVE MAINTENANCE RECORD

Visual checks & inspections to be done every 6 mths or 6000 miles whichever soonest.		DATE	MILEAGE	COMMENTS
Change engine oil and filter				
Visually check hoses & belts				
Check clutch pedal freeplay				
Check tires for unusual treadwear				
Check fluid levels:	Coolant			
	Battery Water			
	Brake Master Cylinder			
	Transmission			
	Power Steering			
	Differential/transaxle			
Clean battery posts & clamps				
Rotate tires				
Check CV Boots				
Tune engine (replace plugs/fuel filter, adjust carb. Check time)				
Check PCV valve				
Lubricate all fittings, door/hood/trunk hinges & latches				
Replace air filter				
Check exhaust system				
Remove all wheels & inspect brakes				
Repack wheel bearings				
Change automatic transmission fluid & filter				

DAILY VEHICLE LOG INSTRUCTIONS

FRONT SIDE OF VEHICLE LOG FORM

Fill in the information for all sections at the top of the page as instructed.

PA – Personal Assignment **HS** – Home Storage

Fill in:
- Beginning odometer from prior vehicle log
- Date of usage
- Trip ending odometer reading when you return
- Trip mileage = ending mileage minus beginning mileage (miles driven)
- Number of gallons of gas **(as noted on the receipt – not the pump – no rounding of numbers)**, and fuel cost (if applicable);
- Fuel Cost, the total amount spent on your fuel purchase. If filled at a facility, the cost will be entered in at headquarters or by the Fleet Coordinator.
- Maintenance & Repair is brought forward from the reverse side of the form.
- Other Cost - brought forward from the reverse side of the form.
- Down Days = days down due to maintenance work, etc.
- Driver Initials – read the bottom left of front page of Vehicle Log form.
- Location where trip began……. Self explanatory, just be sure to put where from, where to and purpose of trip.
- Final Reading - last odometer reading for the month
- Monthly Totals – add all columns and show results here. (Note: fuel column cannot be totaled if fueled at facilities, but others need to be totaled. Fleet Coordinator will total.)
- Total Expense for the month – add monthly total expense (fuel, maintenance & other cost) (Note: cannot be totaled across if fueled at facilities). Fleet Coordinator will total.
- Signature of assigned drive – last person driving vehicle for the month must sign, complete vehicle log and take to supervisor to review, sign and forward to Fleet Coordinator.

DO NOT SEND IN VEHICLE LOG WITHOUT PROPER SIGNATURES. THIS WILL RESULT IN AN AUDIT FINDING.

BACK SIDE OF VEHICLE FORM (As you will see, this form combines the four you are now using)

Service Report section is to record all maintenance, oil changes, repairs, etc.

Other Costs section is for inspection stickers, car wash, etc. (Could be entered in service report section)

Safety Inspection Check List is for the walk around which must be done. Please check your vehicle before each trip. Each month record by checking off each item, if all is okay. Use the Safety Inspection remark section to state problems. If urgent problem is noted, please note on the remark section and contact your supervisor.

Preventive Maintenance Record is to show proper maintenance according to manufacturer specifications. Have the mechanic check all preventative items that are required at the time of oil changes.

Additional information may be obtained from the rules governing fleet management which can be found in the Louisiana Administrative Code, Title 34, Part XI and/or from your agency Transportation Coordinator.

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LOUISIANA STATE FLEET MANAGEMENT'S OPERATOR'S MANUAL

Division of Administration
LPAA
P.O. Box 94095
Baton Rouge, LA 70804-9095
Phone # (225) 342-6849

OPERATOR'S MANUAL

Purpose:

The purpose of state vehicles is to provide safe and dependable transportation for state employees who require the use of state vehicles in the performance of their job responsibilities.

Driver Authorization:

Drivers of state vehicles must have a valid driver's license and an approved Authorization And Driving History Form (DA 2054) on file with the agency before operating a state vehicle.

Responsible Operation:

Drivers of state vehicles must operate their vehicles in a responsible manner at all times. This means inspecting vehicles prior to use, obeying all traffic laws, driving defensively and using seat belts. **Any traffic violations incurred by a driver are the responsibility of the driver, not the state of Louisiana.**

Trip Logs:

Drivers of state vehicles must properly log each trip on the Daily Vehicle Log form (DA MV 3). Each trip should include the date, the ending odometer reading, the trip mileage, the beginning and ending points of the trip, the purpose of trip, and the driver's initials. Additionally, any fuel put into the vehicle, fuel cost, maintenance and repair cost, down days, or other costs which are incurred, must also be recorded in the appropriate places on the form.

Personal Assignment/ Home Storage:

If your department/agency believes that it is in the best interest of the state to personally assign a vehicle to a driver and/or have that driver home store a state vehicle, then a Request For Personal Assignment And/Or Home Storage Of State-Owned Vehicle form (DAMV-2) must be submitted to and approved by the Commissioner of Administration or his designee **prior** to the vehicle's assignment.

Maintenance And Repair:

All maintenance and repairs should be performed by the agency's own repair facility, if one is available, or through the Statewide Fleet Fuel and Repair/Maintenance Service contract as specified in the Governor's Executive Order governing small purchases. Tires, batteries, glass, and transmission repair/replacement should be obtained through specific state contracts if available. Please contact the Office of State Purchasing concerning the viability of these contracts. Preventative maintenance should be performed in accordance with the vehicle manufacturers guidelines. All preventative maintenance should be documented and maintenance data entered in the State of Louisiana's official system of recordation.

Accidents:

All accidents should be immediately reported to the police and the department/agency. The accident should also be reported on the Accident Report form (DA 2041) and submitted to the Office of Risk Management within 24 hours in accordance with the Office of Risk Management's Louisiana State Driver Safety Program. For additional information contact the Loss Prevention section of the Office Of Risk Management at (225) 342-8500.

WORKERS COMPENSATION – FIRST REPORT OF INJURY OR ILLNESS

EMPLOYER (NAME & ADDRESS INCL ZIP)	CARRIER/ADMINISTRATOR CLAIM NUMBER	OSHA LOG NUMBER	REPORT PURPOSE CODE
	JURISDICTION	JURISDICTION CLAIM NUMBER	
	INSURED REPORT NUMBER		
	EMPLOYER'S LOCATION ADDRESS (IF DIFFERENT)		LOCATION #
INDUSTRY CODE / EMPLOYER FEIN			PHONE #

CARRIER/CLAIMS ADMINISTRATOR

CARRIER (NAME, ADDRESS, & PHONE #)	POLICY PERIOD TO CHECK IF APPROPRIATE SELF INSURANCE ☐	CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO)
CARRIER FEIN	POLICY/SELF-INSURED NUMBER	ADMINISTRATOR FEIN
AGENT NAME & CODE NUMBER		

EMPLOYEE/WAGE

NAME (LAST, FIRST, MIDDLE)	DATE OF BIRTH	SOCIAL SECURITY NUMBER	DATE HIRED	STATE OF HIRE
ADDRESS (INCL ZIP)	SEX ☐ MALE ☐ FEMALE ☐ UNKNOWN	MARITAL STATUS ☐ UNMARRIED SINGLE/DIVORCED ☐ MARRIED ☐ SEPARATED ☐ UNKNOWN	OCCUPATION/JOB TITLE EMPLOYMENT STATUS	
PHONE	# OF DEPENDENTS		NCCI CLASS CODE	

RATE PER:	☐ DAY ☐ WEEK	☐ MONTH ☐ OTHER:	DAYS WORKED/WEEK	FULL PAY FOR DAY OF INJURY? ☐ YES ☐ NO DID SALARY CONTINUE? ☐ YES ☐ NO

OCCURRENCE/TREATMENT

TIME EMPLOYEE BEGAN WORK ☐ AM ☐ PM	DATE OF INJURY/ILLNESS	TIME OF OCCURRENCE ☐ AM ☐ PM ( ) CANNOT BE DETERMINED	LAST WORK DATE	DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN
CONTACT NAME/PHONE NUMBER	TYPE OF INJURY/ILLNESS	PART OF BODY AFFECTED			
DID INJURY/ILLNESS/EXPOSURE OCCUR ON EMPLOYER'S PREMISES? ☐ YES ☐ NO	TYPE OF INJURY/ILLNESS CODE	PART OF BODY AFFECTED CODE			

DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED	ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED
SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED	WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED

HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL

CAUSE OF INJURY CODE

DATE RETURN(ED) TO WORK	IF FATAL, GIVE DATE OF DEATH	WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED? ☐ YES ☐ NO WERE THEY USED? ☐ YES ☐ NO

PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)	HOSPITAL OR OFF SITE TREATMENT (NAME & ADDRESS)	INITIAL TREATMENT ☐ NO MEDICAL TREATMENT ☐ MINOR: BY EMPLOYER ☐ MINOR CLINIC/HOSP ☐ EMERGENCY CARE ☐ HOSPITALIZED > 24 HOURS ☐ FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED

OTHER

WITNESSES (NAME & PHONE #)

DATE ADMINISTRATOR NOTIFIED	DATE PREPARED	PREPARER'S NAME & TITLE	PHONE NUMBER

EMPLOYER'S INSTRUCTIONS

DO NOT ENTER DATA IN SHADED FIELDS

DATES:

Enter all dates in MM/DD/YY format.

INDUSTRY CODE:

This is the code which represents the nature of the employer's business, which is contained in the Standard Industrial Classification Manual or the North American Industry Classification System, published by the Federal Office of Management and Budget.

CARRIER:

The licensed business entity issuing a contract of insurance and assuming financial responsibility on behalf of the employer of the claimant.

CLAIMS ADMINISTRATOR:

Enter the name of the carrier, third party administrator, state fund, or self-insured responsible for administering the claim.

AGENT NAME & CODE NUMBER:

Enter the name of your insurance agent and his/her code number if known. This information can be found on your insurance policy.

OCCUPATION/JOB TITLE:

This is the primary occupation of the claimant at the time of the accident or exposure.

EMPLOYMENT STATUS:

Indicate the employee's work status. The valid choices are:

Full-Time	On Strike	Unknown	Volunteer
Part-Time	Disabled	Apprenticeship Full-Time	Seasonal
Not Employed	Retired	Apprenticeship Part-Time	Piece Worker

DATE DISABILITY BEGAN:

The first day on which the claimant originally lost time from work due to the occupation injury or disease or as otherwise designated by statute.

CONTACT NAME/PHONE NUMBER:

Enter the name of the individual at the employer's premises to be contacted for additional information.

TYPE OF INJURY/ILLNESS:

Briefly describe the nature of the injury or illness, (eg. Lacerations to the forearm).

PART OF BODY AFFECTED:

Indicate the part of body affected by the injury/illness, (eg. Right forearm, lower back).

DEPARTMENT OR LOCATION WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED: (eg. Maintenance Department or Client's office at 452 Monroe St., Washington, DC 26210)

If the accident or illness exposure did not occur on the employer's premises, enter address or location. Be specific.

EMPLOYER'S INSTRUCTIONS – cont'd

ALL EQUIPMENT, MATERIAL OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED:

(eg. Acetylene cutting torch, metal plate)

List all of the equipment, materials, and/or chemicals the employee was using, applying, handling or operating when the injury or illness occurred. Be specific, for example: decorator's scaffolding, electric sander, paintbrush, and paint.

Enter "NA" for not applicable if no equipment, materials, or chemicals were being used. NOTE: The items listed do not have to be directly involved in the employee's injury or illness.

SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN THE ACCIDENT OR ILLNESS EXPOSURE OCCURRED:

(eg. Cutting metal plate for flooring)

Describe the specific activity the employee was engaged in when the accident or illness exposure occurred, such as sanding ceiling woodwork in preparation for painting.

WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED:

Describe the work process the employee was engaged in when the accident or illness exposure occurred, such as building maintenance. Enter "NA" for not applicable if employee was not engaged in a work process (eg. walking along a hallway).

HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED. DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIRECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL:

(Worker stepped back to inspect work and slipped on some scrap metal. As worker fell, worker brushed against the hot metal.)

Describe how the injury or illness/abnormal health condition occurred. Include the sequence of events and name any objects or substance that directly injured the employee or made the employee ill. For example: Worker stepped to the edge of the scaffolding to inspect work, lost balance and fell six feet to the floor. The worker's right wrist was broken in the fall.

DATE RETURN(ED) TO WORK:

Enter the date following to most recent disability period on which the employee returned to work.

DA 2041
Rev. 9/14

ACCIDENT REPORT
LOUISIANA STATE DRIVER SAFETY PROGRAM

(If you do not know your location code, please refer to http://www.laorm.com/documents/loccodes.pdf)

Submit report to ORM within 48 hours of accident

SUPERVISOR TO COMPLETE FIRST 4 ITEMS	Agency Name (Owner)	Person to Contact	Phone	Vehicle Owner's Loc. Code
State Vehicle Driver's Name		Driver's Agency Name and Location Code	Date of Accident	Time of Accident ☐ AM ☐ PM

Exact Location of Accident (Use street markers, mileage markers, etc., to pinpoint location)

DESCRIBE HOW ACC. HAPPENED

Seat Belt in Use ☐ Yes ☐ No

STATE VEHICLE INFORMATION

If other then vehicle damage, fill in as much as possible under "Other Vehicle" section substituting property owner information for vehicle driver.

State Vehicle Driver's Address (Street No)	City	State	Zip Code	Home Phone	Work Phone

Driver's License No.	Age	Sex ☐ M ☐ F	Vehicle's Owner's Name and Address

Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle Lic. No. / Equip No. / VIN	LPAA Fleet ID No.

Where can the Vehicle be Seen ?	Describe Damage

OTHER VEHICLE INFORMATION

If more than one vehicle is involved, submit additional sheet with information on other vehicle(s).

Other Vehicle Driver's Name	Driver's Social Security No. --no longer required--	Driver's License No.	Age	Sex ☐ M ☐ F

Other Vehicle Driver's Address (Street No.)	City	State	Zip Code	Home Phone	Work Phone

Vehicle Owner's Name and Address (Street No.)	City	State	Zip Code

Year Vehicle	Make Vehicle	Model Vehicle	Body Type	Vehicle I.D. No. or Lic. No.	Where can the vehicle be seen ?

Other Vehicle Insurance Co.	Policy No.

Describe Damage	Estimated Amount $

INJURED

Name and Address	Phone	PED	Ins. Veh.	Other Veh.	Police Investigated ? ☐ Yes ☐ No
Name and Address	Phone	☐ PED	☐ Ins. Veh.	☐ Other Veh.	Type Report ☐ State ☐ Sheriff ☐ City
Name and Address	Phone	☐ PED	☐ Ins. Veh.	☐ Other Veh.	Report No. (Item No.)

WITNESSES OR PASSENGERS

. Name and Address	Witness ☐ Passenger ☐	Phone	PED	Ins. Veh.	Other Veh.	(Specify)
Name and Address	Witness ☐ Passenger ☐	Phone	☐ PED	☐ Ins. Veh.	☐ Other Veh.	(Specify)

State Driver's Signature	Name of Driver's immediate Supervisor and Phone No. ☐ ☐ ☐

Print Form

Submit by Email

INSTRUCTIONS ON HOW TO COMPLETE THE LOUISIANA STATE DRIVER'S ACCIDENT REPORT FORM #DA2041

(The "*" marked items are mandatory to be completed) This form must be completed within 48 hours after an automobile accident in a State owned vehicle and/or a rented/leased vehicle being used on State business. Mail this report to: Office of Risk management, Claims Dept., P.O. Box 94095, BR, LA 70804. (If you are unable to complete all mandatory items in time period, please complete as many as possible and submit this report within the 48 hour period.)

*1. Agency's Name (example: Office of Risk Management)
*2. The Name of the Contact Person for the Agency (example: John Doe)
*3. Phone Number of this Contact Person in #2 (example: area code/000-0000)
*4. ORM Location Code Number for your Agency (example: Office of Risk management #0455)
*5. State Vehicle Driver's Name (example: Print-Sam J. Jones)
*6. State Driver's Social Security Number (example: 111-11-1111)
*7. Date of this Accident (example: 5-26-98)
*8. Time of this Accident (example: 2:00p.m.)
*9. Exact Physical Address of this Accident (example: Intersection of Florida Blvd. and Wooddale Blvd., BR., LA)
*10. Description of how this Accident Happened (example: The other driver was stopped for a red light on Florida blvd. and the State driver struck this vehicle from behind)
*11. Was State Driver using Seat Belts at time of Accident? (example: yes or no)

State Owned Vehicle or Rented / Leased Vehicle Used for State Business

(If more space is needed please use a separate sheet)

*12. State Vehicle Driver's Home Physical Address (example: 100 Ave A, Baton Rouge, LA 70804)
*13. State Vehicle Driver's Home Phone Number (example: area code/000-0000)
*14. State Vehicle Driver's Work Phone Number (example: area code/000-0000)
*15. State Vehicle Driver's License Number (example: LA 0011111111)
16. Age of State Driver (example: 24)
17. Sex of State Driver (example: male or female)
*18. Full Name of Vehicle Registered Owner and address (example: Office of Risk Management, 626 North 4th St., Baton Rouge, LA 70804)
*19. Year of Vehicle (example: 1998)
*20. Make of Vehicle (example: Ford)
*21. Model of Vehicle (example: Crown Victoria)
*22. Body Type (example: 4 Door or 4X4)
*23. Vehicle License Number / Equipment Number / VIN (example: PP100000/123-890/2FALP81W5tX156000)

*24A Where can the vehicle be seen for inspection? (example: 1000 Oak St., Alton, LA)
*24B Describe damages (example: right front fender and grill)
*25. Other Vehicle Driver's Name: (example: Henry J. Smith)
*26. Other Vehicle Driver's Social Security Number (example: 000-00-0000)
*27. Other Vehicle Driver's License Number (example: 0022222222)
*28. Other Vehicle Driver's Age (example: 35)
*29. Other Vehicle driver's Sex (example: male or female)
*30 Other Vehicle Driver's Address (street #, city, state, zip code) (example: 1000 Able Street, Morgan City, LA 70000)
*31. Other Vehicle Driver's Home Phone # (example: area code/000-0000)
*32. Other Vehicle Driver's Work Phone # (example: area code/890-9090)
*33. Vehicle Owner's Name and Address (if different from other driver's name) (example: Sam Smith, 100 South St., Baton Rouge, LA 70805)
*34. Year of Vehicle (example: 1997)
*35. Make of Vehicle (example: Chevrolet)
*36. Model of Vehicle (example: Caprice)
*37. Body Type of Vehicle (example: 4 Door)
38. License #, equipment # or VIN of Vehicle (example: BBB 123,23-890, or 1D09FGH90RTF123456)
*39. Where can the vehicle be seen? (example: 123 19th St., Baton Rouge, LA 70806)
*40. Other Vehicle Insurance Co. (example: State Farm Ins. Co.)
*41. Policy Number (example: 123-456)
*42. Describe damage(s) to Vehicle (example: right front fender and grill)
*43. Estimate Amount (example: $2500.00)

INJURED

(If you need more space, please use a separate sheet)

*44. Name and Address of Injured Person (example: John Smith, 10 South St., Baton Rouge, LA 70804)
*45 Phone Number (example: area code/000-0000)
*46 "Ped" for Pedestrian (example: If a pedestrian was hit by vehicle, then place a check mark in this box)
*47. "Ins. Veh." for Insured Vehicle (example: If the driver and/or passenger was injured in the State Vehicle, then place a check mark in this box)
*48. "Other Veh." For Other Vehicle (example: If the driver and /or passenger in the other vehicle were injured then place a check mark in this box)

*49. Police Investigation (example: Did the police investigate? Type of Report: Sheriff, City or State)

WITNESSESS OR PASSENGERS

*50. Name and Address of Witnesses or Passengers (example: John Smith, 10 South St., Baton Rouge, LA 70804)
*51. Was this person a Witness or a Passenger?
*52. Phone Number (example: area code/000-0000)
*53A "Ped" for Pedestrian (example: If the witness was a pedestrian then, place a check mark in this box.)
*53B "Ins. Veh." for Insured Vehicle (example: If the witnesses or passengers were in the State Vehicle, then place a check mark in this box.)
*53C "Other Veh." For Other Vehicle (example: If the witnesses /or passengers were in the other vehicle then place a check mark in this box)

STATE OF LOUISIANA

DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE

Agency: _____
Employee Name: _____ Employee Number: _____
Immediate Supervisor: _____ Driver Training Course (MM/DD/YY):_____
Drivers License Number: _____ State of Issuance: _____

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned employee to drive the following on state business as required (check all that apply):

_____ **STATE VEHICLE**
_____ **RENTAL VEHICLE**
_____ **PERSONAL VEHICLE**

_____ **AGENCY HEAD** (or designated individual)

_____ **DATE OF AUTHORIZATION**

EMPLOYEE ACKNOWLEDGEMENT/AUTHORIZATION

This is to certify that, as a condition of and if authorized to drive my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by *LA. R.S. 32:900 (B) (2*).

I understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head.

Further, by signing this document, I agree to notify my agency in writing should any of the following change on my license: Drivers License No., State of Issuance, Class of License or Driving Restrictions.

I authorize my agency to obtain access to my Official Driving Record (ODR) as necessary to comply with the State's Loss Prevention Program.

I affirmatively acknowledge and understand that operating a state-owned, state-rented or state-leased vehicle while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and my employer's instructions. In the event such operation results in my being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, I acknowledge and understand that such would constitute evidence of: (1) my violating the terms and conditions of my use of said vehicle, (2) my violating the direction of my employer, and (3) my acting beyond the course and scope of my employment with the State of Louisiana. I further affirmatively acknowledge and understand that personal use of a state-owned, state-rented or state-leased vehicle is not permitted.

My signature on this document shall remain in effect until revoked by the agency or until a new form is executed.

_____ **EMPLOYEE SIGNATURE**

_____ **DATE**

STATE OF LOUISIANA

CONTRACTOR DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE

Agency: _____

Driver Name: _____

Drivers License Number: _____

State of Issuance: _____

Driver Training Course (MM/DD/YY):_____

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned contractor to drive the following on state business as required (check all that apply):

_____ **STATE OWNED VEHICLE**
_____ **STATE-RENTED VEHICLE**
_____ **STATE-LEASED VEHICLE**

_____
Department Head
(or designated individual)

_____
DATE OF AUTHORIZATION

CONTRACTOR ACKNOWLEDGEMENT/AUTHORIZATION

I understand that the use of a state-owned/rented/leased vehicle on state business requires prior written authorization from the Department Head or his/her designee.

Further, by signing this document, I agree to notify the Department Head in writing should any of the following change on my license: Drivers License No., State of Issuance, Class of License, or Driving Restrictions.

I authorize the above agency to obtain my Official Driving Record (ODR) as necessary to comply with the State's Loss Prevention Program.

I affirmatively acknowledge and understand that operating a state-owned, state-rented or state-leased vehicle while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and

My signature on this document shall remain in effect until revoked by the agency or until a new form is executed.

_____
Contractor Signature

_____
DATE

07/01/2012
DA 2055

OFFICE OF JUVENILE JUSTICE PERSONNEL
NOTICE OF INVALID DRIVER'S LICENSE

All OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. All OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle.

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 his/her license (i.e. suspension, revocation or expiration of driver's license) shall be reported to his/her supervisor and safety officer immediately.

Drivers that have a Flag on their Official Driving Record shall be placed on the **unauthorized** list. The safety officer shall advise the employee in writing that he/she has been placed on the unauthorized list, and he/she must submit documentation to the safety officer within 30 days verifying that the Flag has been cleared. If the employee fails to clear the lag within 30 days of notification, he may be subject to disciplinary action. The Unit Head's decision must be documented by processing the disciplinary action or by providing the safety officer with documentation that states that the employee will remain on the unauthorized list. Unauthorized list documentation must be maintained in the employee's driving record file.

Your name has been placed on the **unauthorized drivers** list because you have a Flag on your Driver's License. You must clear this Flag within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____day of _____, 201___. I understand that I must clear this flag from my license within 30 days of this date. If the flag is still on my license after thirty days from this date, I may be written up for failure to obey a direct order.

_____
Employee's Signature

To:

Re: **Louisiana Resident with Out of State Driver's License**

Date:

OFFICE OF JUVENILE JUSTICE
NOTICE OF INVALID DRIVER'S LICENSE

All OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. All OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle.

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 one's license (i.e. suspension, revocation or expiration of driver's license) shall be reported to his/her supervisor and safety officer immediately.

All Louisiana residents must have a valid Louisiana driver's license. La. R.S. 32:409.1(D) requires that you transfer your license to Louisiana no later than thirty (30) days after you move to this state. La. R.S. 32:57(A) provides that if you fail to follow this law, for a first violation you shall be **punished by a fine of not more than one hundred seventy-five dollars or by imprisonment for not more than thirty days, or both,** unless otherwise specifically provided. A subsequent violation shall be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days, or both.

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

Your name has been placed on the **unauthorized drivers** list because you are a Louisiana resident with an Out of State Driver's License. You must clear this matter within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____day of _____, 201___. I understand that I must obtain a Louisiana driver's license within 30 days of this date. If I have not obtained a Louisiana driver's license thirty days from this date, I may be written up for failure to obey a direct order.

_____

Employee's Signature

To:

Re: **Non-Louisiana Resident with Out of State Driver's License- Official Driving Record**

Date:

OFFICE OF JUVENILE JUSTICE
NOTICE OF INVALID DRIVER'S LICENSE

OJJ employees must have a valid driver's license in order to be considered an authorized driver who can drive a state vehicle on state business. OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. 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 one's license (i.e. suspension, revocation or expiration of driver's license) shall be reported to one's supervisor and safety officer immediately. YS Policy A.2.48 (Driver Safety Program) sets out the requirements that must be met in order to be an authorized driver of a state vehicle. According to this policy, 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 Official Driving Record (ODR) from that state. The employee will 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 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.

Your name has been placed on the **unauthorized drivers** list because you are a non-Louisiana resident with an Out of State Driver's License. You must furnish the Safety Officer or designee with a certified copy of your out of state Official Driving Record (ODR) within 30 days of the day you sign for this notice, or you may be written up for failure to follow a direct order.

I have received this notice on the _____day of _____, 201___. I understand that I must furnish the Director's Office with a certified copy of my out of state Official Driving Record (ODR) within 30 days. If I have not provided the ODR within thirty (30) days from this date, I may be written up for failure to obey a direct order.

_____
Employee's Signature

Central Office
Authorization/Driving History Log
2020-2021

			2019-2020			2020-2021								
									Authorization Status					
Last Name	First Name	Hire Date	Date of ODR Fiscal Year 2019-2020	Violations	Refresher Training 90 Days	Date of ODR Fiscal Year 2020-2021	Violations	Refresher Training 90 Days	State Rental	Personal	Not Authorized	Date of Defensive Driving 90 Days/3 Years	Date License Expires	Comments

This tracking chart does not replace the required DA 2054. When used for training and ODR tracking, the form must be signed and dated by the Unit Head and/or designee.

Prepared By: Debra Linder
Created: July 22, 2020

LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

OFFICE OF MOTOR VEHICLES

ODR VENDOR REFERENCE MANUAL

Rev 08/18

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INTRODUCTION

This booklet will provide information necessary to interpret an individual's driving history. It will assist users in interpreting the data on an individual's record regardless of what system they use to access the record.

SYSTEMS AVAILABLE TO ACCESS RECORDS ARE:

- The "LL" (OMV Driver History records) system used by government agencies, courts, some law enforcement agencies. These are in-house records and all records are displayed regardless of whether they are displayed or not displayed on the Official Driving History Record (ODR). They are for departmental use and cannot be given to the individual himself or any unauthorized entity.

- The "LEMS" (Law Enforcement Message Switch) system used by larger law enforcement agencies. Exact replica of information displayed on "LL" system. These are in-house records and all records are displayed regardless of whether they are displayed or not displayed on the official driving record. They are for departmental use and cannot be given to the individual himself or any unauthorized entity.

- The "ODR" (Official Driving History Record) system enables any authorized requesting party to obtain information on an individual's driving history in accordance with the Federal Privacy Act.

A person's driving history includes suspensions, disqualifications, revocations, convictions, accident involvement, name, address, date of birth, sex, license number, class of license, license expiration date, restrictions or endorsements, and disclosure code.

The violations/offenses displayed on-line depend on the system accessed. The ODR only displays those records mandated by Louisiana State Statutes. The "LL" and "LEMS" systems display *all* of an individual's violations/offenses.

The record retention period depends on the system accessed. The retention period on the "LL" (OMV Driver History records) system is five/ten years or 55 years if a CDL licensee. The retention period on the "LEMS" (Law Enforcement Message Switch) system is five or ten years. The retention period on the ODR (Official Driving History Record) system varies in accordance with statutory requirements.

LICENSES

CLASS OF LICENSES

Louisiana's scheme for identifying the license class changed when the new Federal Commercial Driver License System was brought on-line in Louisiana on December 1, 1991. The previous scheme had classes A, B, C, D, H, and I. The current scheme has A, B, C, D, E, H, and I. See lists below:

OLD CLASS		NEW CLASS	
INDIVIDUAL LICENSE	**A**	COMMERCIAL (CDL)	**A, B, OR C**
COMMERCIAL LICENSE	**B**	LOUISIANA COMMERCIAL	**D**
COMMERCIAL LICENSE	**C OR D**	INDIVIDUAL LICENSE	**E**
HANDICAP CARD	**H**	HANDICAP CARD	**H**
IDENTIFICATION CARD	**I**	IDENTIFICATION CARD	**I**

Licenses issued before December 1, 1990, under the old system have an asterisk preceding the license class. Licenses issued after December 1, 1990, have a space preceding the license class. **EXAMPLES: (OLD) *A, (NEW) E.**

MOTORCYCLES AND MOTORBIKES ---- A licensee may lawfully operate a motorcycle, motorized bicycle or motor-driven cycle (if equipped for road or highway use) with any class of license. The licensee must take and successfully pass tests specifically designed for the operation of these vehicles. An "M" endorsement on any class of license indicates the licensee is authorized to operate one of these cycles.

GRADUATED LICENSING PROGRAM --- As of January 1, 1998, all minors 15 and 16 years old are required to go through the Graduated Licensing Program prior to becoming eligible for full Class "E" driving privileges. For specifics, see the Graduated Licensing Program on pages 7-8.

DRIVERS LICENSE RENEWAL BY MAIL/INTERNET --- As of March 20, 1995, a licensee was allowed to renew his/her driver's license by mail under certain conditions. If the licensee meets the criteria, a renewal invitation will be sent to him/her by mail. The licensee has the right to disregard the renewal invitation by mail. If the licensee chooses to renew by mail/internet, he/she will be sent a new credential to replace the credential in their possession. The old credential should be destroyed. The driving record is coded to indicate whether a driver was sent an invitation to renew by mail as the law provides for a renewal by mail every other renewal period. The driving record will also show the status of the mail-in renewal. For specifics, see the record codes.

TEMPORARY DRIVING PERMIT --- These permits are issued by OMV when a hearing has been requested and is being scheduled. The dates of the permit should be valid. The driving record may indicate a pending suspension or a disqualification; however, it is a valid driving permit issued by the Office of Motor Vehicles in lieu of a pictured license that allows the licensee to operate a motor vehicle until after his hearing has been held. OMV also provides Court Ordered Temporary Driving Permits to the courts to allow a driver to continue to drive while they are making installment payments to the court for their traffic fines. There will not be anything on their record to reflect this. The form type is DPSMV 3003 and it's only valid for 180 days. If the fine is not paid timely the court will forward a suspension to OMV which will reflect on the driving record and the driver will be suspended.

CLASS OF LICENSE REQUIRED

Every person who operates a motor vehicle which is designed as being in either class "A," "B," "C," "D," or "E" under R.S. 32:408, before driving or operating any such motor vehicle on any public street, road, or highway of this State, shall secure from the Department an appropriately classified driver's license with all necessary endorsements. The class of driver's license needed depends on the kind of vehicle being driven.

- **EMERGENCY MEDICAL OR FIRE-FIGHTING *EQUIPMENT* ---** The only driver's license required of a full-time, regularly-paid operator or volunteer of an emergency medical vehicle or fire-fighting equipment unit employed by a municipality, parish, fire protection district, or other political subdivision of this State, or civilian employees of the U.S. military who are required to operate emergency vehicles, shall be a Class "E" driver's license when operating such vehicle or equipment unit in the course and scope of his employment. However, if a driver is employed by a private EMS service, he will have to secure a Class "D" license.

- **MILITARY VEHICLES ----** The only license required for military personnel on active duty driving a military vehicle will be a Class "E" license. This includes National Guard and Reserve personnel while on duty and is valid only for operation of military vehicles.

- **FARM VEHICLES ----** The only license required for farmers and their employees will be a Class "E" license as long as they are operating within 150 air miles of the owner or operator's farm. A farmer may transport agricultural products, farm machinery, farm supplies, agricultural crop production fertilizers, agricultural chemicals, or agricultural related fuels found to be hazardous under the provisions of the Hazardous Materials Transportation Act which requires the motor vehicle to bear a placard.

- **MOTOR SCOOTERS-/MOPEDS ---** A driver's license or motorcycle endorsement is not required for the operation of motor scooters or mopeds that are not equipped for road or highway use.

- **RECREATIONAL VEHICLES ---** The only license required for someone operating a recreational vehicle for personal use will be a Class "E" license.

- **COMMERCIAL VEHICLES** ---- Operator must secure from the Department an appropriately classified commercial driver's license (A, B, or C) with all necessary endorsements.

MILITARY/PEACE CORP PERSONNEL AND/OR DEPENDENTS:

Louisiana military personnel/dependents stationed outside the State of Louisiana (R. S. 32412F) - The license (regardless of its class) of a **Louisiana resident**, including their dependents, who is a member of the Armed Forces/Peace Corp serving outside the State of Louisiana, **will remain valid until 60 days after discharge** provided the license was valid upon entrance into the service and not expired, suspended, disqualified or revoked. The person must carry upon his person the last license issued to him and proof that he is a member of the Armed Forces/Peace Corp or evidence of his discharge from same if within 60 day grace period. When the individual's license shows an expiration date that is expired, the status field on the record will indicate **"VAL/MLTRY".** The **"VAL/MLTRY"** will only be displayed in the status field if the licensee has notified the department.

Out of State military personnel dependents stationed in Louisiana (R. S. 32:404C) - A resident dependent of any person on active duty with the Armed Forces and stationed within Louisiana, but who is domiciled in another state and has in his immediate possession both a valid license issued to him by his home state and a current military dependent identification card, shall be exempt from obtaining a Louisiana driver's license during the period of residency with the supporting member of the Armed Forces while stationed in Louisiana. Dependents must comply with normal renewal procedure of their home state.

CLASS CODES AND DEFINITIONS

LICENSE CLASS AND DEFINITIONS:

CLASS A -- **Commercial Driver's License (CDL**) -- Combination Vehicles
Age Requirements: 18 years or above for intrastate and 21 years or above for interstate.
Permits the operation of all vehicles within Classes B, C, D, and E, with any appropriate endorsements and any combination of vehicles with a gross combination weight rating of 26,001 pounds or more, provided that the gross vehicle weight rating of the vehicle or vehicles being towed is in excess of 10, 000 pounds.

- If the pulling unit of the combination vehicle is 26,000 pounds or less, a restriction (55 - No 18-wheelers) must be added to the license.
- If vehicle being towed has a GVWR of 10,000 pounds or less, it is not taken into consideration.

CLASS B -- **Commercial Driver's License (CDL**) -- Heavy Straight Vehicle
Age Requirements: 18 years or above for intrastate and 21 years or above for interstate.
Permits the operation of any vehicle within Classes C, D, and E, with any appropriate endorsement(s) plus any single vehicle with a gross vehicle weight rating of twenty-six thousand and one or more pounds. A "straight vehicle" is defined for the purpose of this class as being one that does not bend or have a moveable joint in its frame between the driver seat and the cargo or passenger compartment.

CLASS C -- **Commercial Driver's License (CDL)** -- Light Vehicles
Age Requirements: 18 years or above for intrastate and 21 years or above for interstate.
Permits the operation of any vehicle within Classes D and E, with any appropriate endorsement(s), plus any single vehicle less than 26,001 pounds GVWR, This group includes vehicles designed to transport 16 or more passengers, including the driver, and which are not within the definition of a Group A or B vehicle, and vehicles used in the transportation of placarded amounts of hazardous materials.

Commercial Learner's Permit (CLP)
Age Requirements: 18 years or above and is obtained for the purpose of behind-the- wheel training of a commercial motor vehicle. The CLP holder must possess a valid class "A", "B", "C", "D", or "E" license. The only endorsements that can be issued on a CLP are "N" – Tank, "P" – Passenger, "S" – School Bus and each endorsement will have a corresponding restriction code which is "N" – Tank/69 restriction, "P" – Passenger/07 restriction, and "S" – School Bus/07 restriction.

CLASS D -- **Chauffeurs Driver's License**
Age Requirements: 17 years or above.
Permits the operation of all vehicles included in Class E plus any single motor vehicle used in commerce to transport passengers or property if the motor vehicle has a gross vehicle weight rating of 10,001 or more pounds but less than 26,001 pounds, <u>or</u> any combination of vehicles used in commerce to transport passengers or property if the vehicle has a combined vehicle weight rating of 10,001 or more pounds but less than 26,001 pounds (inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds); or any vehicle designed or utilized for the transportation of passengers for hire or fee; and not utilized in the transportation of materials found to be hazardous under the provisions of the Hazardous Materials Transportation Act which requires the vehicle to bear a placard under the provision of Hazardous Materials Regulations (49 CFR Part 172, Sub. F).

- As long as the combined gross vehicle weight rating (truck and trailer) is less than 26,001 pounds you can operate with Class D.
- A vehicle designed for sixteen or more occupants cannot be operated with a class D license

CLASS E -- **Driver's License** – Personal Vehicle
Age Requirements: 17 years or above.
Permits the operation of any single motor vehicle under 10,000 pounds gross vehicle weight, any personal use recreational vehicle and farm vehicles controlled and operated by a farmer to transport agricultural products, farm machinery, or farm supplies to and from a farm within 150 air miles of the owner's or operator's farm (not used in operation of a Common or Contract Carrier, and not used to transport passengers or property for hire) or any other vehicle which is not used in the transportation of hazardous materials which is required to be placarded. No first- time application for a Louisiana Class E license shall be received from any person seventeen (17) years of age or older unless there is also submitted with the application written evidence of the successful completion by the applicant of a full thirty-eight (38) hour driver's education course which was approved by the Louisiana Department of Public Safety & Corrections. New applicants eighteen (18) years of age or above

must provide evidence of successful completion of a six (6) hour pre-licensing course and eight (8) hours of behind the when instruction. New applicants transferring in with an out-of-state, foreign, or military license are exempt from this requirement

CLASS E -- **Driver's License** – Temporary Instructional Permit
Age Requirements: All ages. All applicants must apply to OMV for a Class "E" Temporary Instructional Permit (TIP) prior to participation in the classroom instruction of a driver education course, driver training program, or pre-licensing training course. The TIP permits a driver education student to operate a motor vehicle when accompanied by a driver education instructor only. Exception: This requirement does not apply to applicants enrolled in a National Guard Youth Challenge Program.

CLASS H -- Mobility impaired picture identification card

Any Louisiana resident who comes under the statutory definition of mobility impaired person can get either a permanent parking card or a temporary parking card. The mobility impaired picture identification card is a part of the parking card. It identifies the resident as an impaired person having special parking privileges but does not give the resident the privilege to drive.

CLASS I -- Personal Identification Card

Any Louisiana resident can get a personal identification card. It is widely accepted as proof of identity, but does not give the resident the privilege to drive.

CLASS N -- Out-of-State tracking number

It enables the department to maintain records on out-of-state licensed drivers who are convicted of any serious violations and report same to the National Driving Register. It does not give the individual the privilege to drive.

CLASS P -- Pseudo Number

Any number that has eight digits beginning with a nine is a "pseudo" number. It enables the department to maintain records on companies as well as individuals not licensed in the State of Louisiana. It does not give the individual the privilege to drive.

BLOOD TYPE

Blood type has been added to the back of the license and will display the following; O+, O-, A+, A-, B+, B-, AB+ or AB-.

GRADUATED LICENSING PROGRAM

The Graduated Licensing Program became effective January 1, 1998. This program affects those driver license applicants fifteen (15) and sixteen (16) years of age, and requires them to go through various stages of licensing prior to becoming eligible for full Class "E" driving privileges.

STAGE 1: LEARNER'S PERMIT (02 restriction) -- Issued for a minimum of 180 days.

TO QUALIFY:

(1) Be at least 15 years of age
(2) Successfully complete driver's education (38-hour course)
(3) Must pass the vision and written examinations
(4) Must have a licensed driver in the car (parent, guardian, or adult at least 21 years of age or a licensed sibling at least 18 years of age or older)

Applicants cannot obtain intermediate license until age 16 and they have held the permit for a minimum of 180 days.

STAGE 2: INTERMEDIATE LICENSE (61 restriction) – The intermediate license must be held until 17 years of age.

TO QUALIFY:

(1) Be at least 16 years of age and not yet 17 years of age
(2) Successfully complete driver's education (38-hour course)
(3) Must pass the vision and written examinations
(4) Must pass the on-road driving test
(5) Must hold the intermediate license until 17 years of age.
(6) No applicant shall be issued a class "E" intermediate license unless a signed statement by the parent or legal guardian is provided to the department attesting that the applicant has a minimum of fifty (50) hours of behind the wheel driving experience with a licensed parent, guardian, or adult at least twenty-one (21) or older. At least fifteen (15) of these hours must be night time driving.

Applicants are authorized to drive during non-curfew hours, which are 5 AM to 11 PM. They are authorized to drive during curfew hours (11 PM to 5 AM) if accompanied by a licensed parent, guardian or an adult of at least 21 years of age, or a licensed sibling at least 18 years of age.

STAGE 3: FULL CLASS "E" DRIVING PRIVILEGES

TO QUALIFY:

(1) Be at least 17 years of age – An applicant 17 years of age applying for a first time issuance will be excluded from the Graduated Licensing Program.
(2) Full licensing is permitted with required ID, successful completion of a 6 hour pre- licensing course OR a 38 hour driver education course, and successful completion of all required tests (knowledge, signs/signals, eye exam and road test).

RECORD CODES

The following record codes can appear on an individual's driving history. They will assist users in interpreting the data on the individual's record regardless of what system they use to access the record.

CODE	DESCRIPTION
ACCIDENT	Involvement in an accident
AGENCY	The law enforcement agency that stopped the individual for a chemical test (submit/refusal) such as: state police, city police, sheriff's office, etc.
BINDER	Indicates the licensee provided proof of insurance. An insurance binder is valid for only 90 days.
BOTH	Accident involvements in which the licensee was both driver and owner of the vehicle.
CAN/CANC	Individual's driving privileges have been canceled due to new state of residency/license issuance or parents/guardian of a minor requested the license be canceled.
CDL STATUS	The status of an individual's commercial driving privileges if he/she has a commercial driver's license.
CITY	The city in which the law enforcement agency stopped the individual for a chemical test (submit/refusal).
COMMERCIAL VEHICLE	Operating commercial vehicle.
COMMERCIAL VEHICLE HAZARDOUS MATERIALS	Operating commercial vehicle with a HAZMAT Endorsement.
COMPULSORY SECURITY	Compulsory insurance required by law.
DATE/CANCELED IN ADDRESS FIELD	Individual or parents/guardian of a minor requested the license be canceled. The date canceled is the postmark date of the request for cancellation.
DATE/DECEASED IN ADDRESS FIELD	Individual is deceased. The date shown is the date given on the Death certificate, in the obituary column or on a police accident report.
DATE/OUT OF STATE IN ADDRESS FIELD	Individual has applied and been issued a license in their new state of residency. The date is the current month/year or the month/year the driver's license is received from the new state of residence.

DAYS DISQ	Number of days driving privileges disqualified.
DAYS SUSPENDED	Number of days driving privileges suspended.
DISC 3	The disclosure of any personal information maintained on our database is prohibited in accordance with the Federal Driver Privacy Protection Act.
DISQ/DISQUAL	The individual's driving privileges to operate a commercial vehicle have been withdrawn (disqualified).
DISQ/PERM	The individual's driving privileges to operate a commercial vehicle have been permanently withdrawn (disqualified).
DRC	The original date the driver's license was issued if issued after 1988, anything prior to 1988 will show as 04271987.
DRIVER	Accident involvement in which the licensee was driving someone else's vehicle.
DUP	Duplicate license.
ENDR	Any endorsement on the driver's license. See Endorsement / Restriction Code section.
EX/EXP	License expired.
FATAL	Fatality in accident.
FATALITY	Someone was killed in an accident.
FEE	Reinstatement fee required following a suspension or revocation.
FEE ONLY	Only a fee is required to reinstate the person's driving/registering privileges.
FILED	SR-22 insurance certificate on file.
GP STATUS: DENIED	Individual's request for a permit to carry a gun was denied.
GP STATUS: EXPIRED	Individual's permit to carry a gun has expired.
GP STATUS: INVALID	Individual's gun permit is not valid.
GP STATUS: ON - HOLD	Individual has applied for a permit to carry a gun; however, the permit is being held pending further investigation.

GP STATUS: PENDING	Individual has applied for a permit to carry a gun.
GP STATUS: REVOKED	Individual's permit to carry a gun has been revoked.
GP STATUS: SUSPEND	The permit to carry a gun has been suspended.
GP STATUS: VALID	Individual has a valid permit to carry a gun.
HARDSHIP	Hardship license issued. This type of license allows the individual to drive during the period of suspension with restrictions on the reason and/or routes and times of travel for the purpose of earning a livelihood or for the necessities of life.
HAZARDOUS MATERIALS	Commercial Vehicle hauling hazardous materials.
HAZMAT ELIG	This is in conjunction with the US Patriot Act and will affect ONLY those drivers who are applying/did apply for a hazardous materials endorsement. **Codes valid only for "LL (OMV Driver History) and LEMS (Law Enforcement Message Switch)"systems. Does not appear on ODR (Official Driving History Record system.** "Y" indicates "YES" the driver is eligible. "N" indicates "NO" the driver is not eligible. TSA REPLY DATE: 00000000 (date of response). Fields are shown only when OMV receives a response from TSA.
HD	Hardship license issued. This type of license allows the individual to drive during the period of suspension with restrictions on the reason and/or routes and times of travel for the purpose of earning a livelihood or for the necessities of life.
HS	Hardship license issued. This type of license allows the individual to drive during the period of suspension with restrictions on the reason and/or routes and times of travel for the purpose of earning a livelihood or for the necessities of life.
H/X ENDR INELIG	Person's hazmat or tank and hazmat endorsement(s) have been permanently revoked and therefore they are ineligible to drive a CMV requiring those endorsement(s)
IMPOUNDED	Person's vehicle has been impounded as a result of operating a vehicle without proper evidence of liability insurance in the vehicle.
IGNITION INTERLOCK	An in-car alcohol breath screening device that is connected to the engine's ignition system and prevents a vehicle from starting if it

	detects a blood alcohol level above a preset limit.
IGNITION INTERLOCK REQUIRED	The individual must have an ignition interlock device installed on any vehicle being driven by him/her as a condition of his/her reinstatement of certain Refusal and/or Submit violations.
INDEF	Indefinite suspension.
INJURY	Someone was injured (hurt) in accident.
INSURANCE	Vehicle insured with liability coverage.
INSURANCE SUSPENDED	SR-22 insurance certificate required.
INSTALLMENT AGREEMENT	Installment agreement entered into in reference to an accident.
INTERLOCK REQD	The individual must have an ignition interlock device installed on any vehicle being driven by him/her as a condition of his/her reinstatement of certain Refusal and/or Submit violations
INV	Invalid
JUDGMENT	A final action resulting from a suit filed in a court of law (accident).
MDCERT=Y/ **MDCERT=N** **MED CERTIFIED: Y (or N)** **MEDICALLY CERTIFIED=Y (or N)**	Only applies to CDL drivers. Indicates that a driver is medically certified.
MIN	Minor
MIR	Mail-in Drivers License Renewal Program
MIR IM	An invitation to renew by mail was sent to the licensee. A licensee can only get a renewal by mail every other renewal period.
MIR SM	A driver's license renewal sticker was issued and mailed to the licensee. This code will remain on the record to prohibit the mailing of another renewal invitation as the law provides for a renewal by mail every other renewal period.
MIR SR	The driver's license renewal sticker was returned by the postal service as undeliverable. If this flag is shown on the licensee's record he should contact OMV at (225) 925-6146. This code will remain on the record to prohibit the mailing of another renewal invitation as the law provides for a renewal by mail every other renewal period.

MIR SD	The driver's license renewal sticker has been replaced. This code will remain on the record to prohibit the mailing of another renewal invitation as the law provides for a renewal by mail every other renewal period.
MIR PR	Driver's license was renewed through the Mail-in Renewal Program and subsequently the applicant had a photo retake.
MIR RM	Driver's license was renewed through the Mail-in Renewal Program and a new credential was mailed to the driver.
MIR RD	Driver's license was renewed through the Mail-in Renewal Program and a duplicate credential was mailed to the driver.
NO ENTRIES/NR	No moving violations that appear on the Official Driving Record.
NI	Individual's driver's license is blocked against renewal or re-issuance due to a cancellation of insurance on their registered vehicle. This flag DOES NOT mean a driver's license suspension is imposed.
NSF	Person's driving privileges have been suspended as a result of a dishonored check (insufficient funds in bank).
OTHER	Individual involved in accident and complied with the Safety Responsibility Law in some other manner than having insurance
OWNER	Individual to which the vehicle belongs
PAID RECEIPT REQUIRED	Written evidence (proof) required that person paid the unpaid ticket in court or that it was dismissed.
PAID RECEIPT ON FILE	Written evidence unpaid ticket has been paid in court.
PARISH	Parish in which the law enforcement agency stopped the individual for a chemical test (submit/refusal).
PENDING	Pending action by the department (suspension /disqualification / revocation).
PER STATUS	Status of individual's personal driving privileges.
PETITION	Petition filed. This will block the renewal or issuance of a duplicate driver's license. This does not indicate that the person is under suspension unless a suspension flag appears on the record in conjunction with the ''PET" flag.
PRIVATE VEHICLE	Operating private or personal vehicle.

PROPERTY	Property damage only (accident involvement).
REAL ID	This will be added once a driver becomes Real Id compliant. "ReaL ID"will be located in front of the endorsement field (ENDR).
REC/RECONST	Licensee was out of state/country and renewed his/her license by mail. Rec/Reconst represents a reconstructed license as the license was issued with photo which already existed on the database.
REINSTATED	Driving and/or registering privileges reinstated
RELEASE	Individual released of all claims by other party (s) involved in an accident.
RESTRICTION	Indicates if an individual has any restrictions on his driver's license. See Endorsement/Restriction Code section.
REVOKED	The individual's registering privileges are withdrawn.
S ENDR INELIG	Person's "S" endorsement has been revoked due to receiving a refusal or DWI while operating any vehicle. They will not be able to have the "S" endorsement for 10 years
S ELIG/DATE	The date the driver will be eligible to have the "S" endorsement added back to their license
SAFETY COMPLIANCE	The individual complied with Safety Responsibility requirements accident involvement.
SEL SERV FLAG	"Y" indicates that licensee is registered for the Selective Service if he is between the ages of 18-26. "N" indicates that licensee has not registered for registered for the Selective Service.
SECURITY	Individual posted security due to involvement in an accident. Security is the posting of a surety bond of negotiable securities such as cash, money orders, cashier's checks or certified checks.
SEX OFFENDER	**Codes valid only for "LL (OMV Driver History) and LEMS (Law Enforcement Message Switch)"systems. Does not appear on ODR (Official Driving History Record system.** "Y" or "YES" indicates that licensee is a registered sex offender. The words "SEX OFFENDER" which shall be orange in color will be

	printed on the driver's license or ID card. The driver's license or ID card will be valid for a year from the issuance date. Individual must renew annually.
SR22 INSURANCE FILED	Future proof of insurance on file with the department.
SR22 INSURANCE - NO LONGER REQUIRED	Future proof of insurance no longer required.
SR22 INSURANCE - REQUIRED	Future proof of insurance required (accident judgment or DWI / Refusal convictions)
SR22 INSURANCE BINDER	Binder indicating the purchase of SR 22 insurance which is valid for 90 days only
SSN VERIFIED	This indicates the licensee's security number has been verified with the Social Security Administration.
SUSPENDED	A suspension of the individual's driving privileges
SUS/AF	A suspension based on a failure to appear in court for a traffic offense.
SUS/DI	A suspension such as DWI, Refusal, Submit, School Bus violations, Child Support and Violation of Revocation violations.
SUS/FR	A suspension following an accident in which the individual did not provide evidence of insurance or other compliance. It may indicate a suspension for failure to file the required SR-22 as a result of a DWI, refusal, or accident judgment filed against him.
TEMP	Temporary driving permit issued by the Office of Motor Vehicles in lieu of a picture license.
VAL/MLTRY	Licensee is in the military service and his driver's license is valid even though it displays an expired expiration date.
VALID/MILITARY	Licensee is in the military service and his driver's license is valid even though it displays an expired expiration date.
VALID/RECONSTRUCTED	Licensee was out of state/country and renewed his/her license by mail. Rec/Reconst represents a reconstructed license as the license was issued with a photo which already existed on the database.
VALID/STICKER MAILED	A driver's license renewal sticker was issued and mailed to the

licensee. This code will remain on the record to prohibit the mailing of another renewal invitation as the law provides for a renewal by mail every other renewal period.

VETERAN Licensee requests a veteran indicator to be placed on this license. After a DD214 indicating honorable discharge has been presented, the word "VETERAN" which shall be black in color will be printed on the driver's license or ID Card.

RESTRICTION AND ENDORSEMENT CODES

CODE	DESCRIPTION
01	**CORRECTIVE LENS** (Glasses/contacts).
02	**OPERATING A VEHICLE ONLY WITH LICENSED DRIVER**. In the case of applicants seventeen (17) years of age and above, this restriction will be issued to individuals needing more practical driving experience. An "02" restricted license may be renewed. In the case of applicants seventeen (17) years of age and above, this restriction is issued to individuals needing more practical driving experience. An "02" restricted license may be renewed and it is permissible to include an "07" (motorcycle endorsement) with such a license. In the case of applicants fifteen (15) or sixteen (16) years of age, this restriction shall be issued on all first time applications. A motorcycle endorsement may be placed on a learners permit for those 15 or 16 years of age, however, they are restricted to operating within a distance of three miles from the applicant's residence, unless a parent, tutor, or other person having custody is temporarily staying or residing at another location, where the applicant would be restricted to operating within three miles of that location.
03	**USING LEFT OUTSIDE REARVIEW MIRROR**. Added to individuals who have impaired vision worse than 20/40 in either or both eyes. The "03" restriction does not mean that eyes cannot be improved.
04	**EYES CANNOT BE IMPROVED**. Information code designed to avoid the continued referral of an applicant whose vision cannot be improved. Should not be added unless specified by the eye doctor.
05	**AUTOMATIC TRANSMISSION**. Added for applicants who have lost one or both legs, or have lost the use of one or both legs. If the applicant wears one or two

artificial limbs, a driving test may be necessary to determine if he/she has adapted sufficiently for the safe operation of a motor vehicle without the necessity of the "05" restriction. In this case, restriction #40 (wearing artificial limb) would be required.

06 **POWER STEERING**. Used when a physical handicap hinders the strength or movement of the applicant's arms. This would compensate for the loss of mobility of the arms to control the steering.

07 **CYCLE ENDORSEMENT**. Motorcycle will be indicated by an “M” in the endorsement field only.

08 **DAYTIME DRIVING ONLY**. Applies when the applicant's visual acuity is not 20/70 or better in each eye or upon the recommendation of a vision specialist.

09 **SPECIAL RESTRICTION**. Used for any restriction which is not covered with a specific restriction code, or when there are four (4) or more restrictions to be used. This special code should be suitable and appropriate to enable the applicant to operate a motor vehicle safely. Anytime this restriction is used, it must be completely explained to the applicant, whether it is for a new license issuance or a renewal. Also the use of the 60 restriction (Restriction Card) will be used if necessary.

10 **HEARING CANNOT BE IMPROVED**. **(THIS RESTRICTION CODE IS BEING REPLACED BY #73 OR #74. ONCE ALL LICENSES WITH A #10 HAVE BEEN REPLACED WITH A #73 OR #74 THEN #10 WILL BE DELETED).**This code gives information concerning the driver's disability which will aid him if he should be stopped by a police officer and is unable to communicate. To compensate for the disability, restriction #41.0 must be applied.

11 **MUST WEAR HEARING AID**. Applies to applicants having a hearing problem which can be improved with a hearing aid.

12 **RESTRICTED TO NO MORE THAN 5 MILE RADIUS OF HOME**. Applies to handicapped drivers that, for whatever reason, have slower than normal response times. This could be caused by the person's age, physical disability, visual problem, etc. These same considerations would apply in determining whether to impose any of the restrictions listed under numbers 13 through 19.

13 **RESTRICTED TO NO MORE THAN A 10 MILE RADIUS OF HOME**. Determination for this restriction is to be based on the same criteria as stated in restriction #12.

14 **RESTRICTED TO NO MORE THAN A 15 MILE RADIUS OF HOME.** Determination for this restriction is to be based on the same criteria as stated in restriction #12.

15 **RESTRICTED TO NO MORE THAN A 20 MILE RADIUS OF HOME.**

Determination for this restriction is to be based on the same criteria as stated in restriction #12.

16 **RESTRICTED TO NO MORE THAN A 25 MILE RADIUS OF HOME**. Determination for this restriction is to be based on the same criteria as stated in restriction #12.

17 **RESTRICTED TO RURAL AREA ONLY**. May also apply to a handicapped individual with a slow response time, whatever the cause. This specifically prohibits operation of a motor vehicle by the handicapped driver in any corporate limit of any city, town or other incorporated areas.

18 **NO INTERSTATE HIGHWAY DRIVING**. Driver must not operate a motor vehicle on an interstate highway. Determination for this restriction is to be based on the same criteria as stated in restriction #12.

19 **DRIVING ONLY WITHIN PARISH OF PRINCIPAL RESIDENCE.** Determination for this restriction is to be based on the same criteria as stated in restriction #12.

20 **RESTRICTED TO DRIVING A MAXIMUM OF 50 M.P.H.** Applied to a driver, for whatever reason, who has a slower than normal response time. This may be caused by the person's age, physical or visual disability, etc. The reduction in speed allows the driver more time to respond to changing traffic situations. These same considerations would apply in determining whether to impose restriction #21-#23.

21 **RESTRICTED TO DRIVING A MAXIMUM OF 45 M.P.H.** Determination for this restriction is to be based on the same criteria as stated in #20. The speed is reduced because the disability is more severe.

22 **RESTRICTED TO DRIVING A MAXIMUM OF 40 M.P.H.** Determination for this restriction is to be based on the same criteria as stated in #20. Restriction #18 should also be applied as this speed (40 M.P.H.) is not allowed on an interstate highway.

23 **RESTRICTED TO DRIVING A MAXIMUM OF 35 M.P.H.** Determination for this restriction is to be based on the same criteria as stated in #20 and #22. Other restrictions, such as #12, #19 and #30 should be considered as well, due to the physical and/or visual disability.

24 **VISION MEDICAL EXAM REQUIRED EVERY 6 MONTHS**. If it is determined that the driver has a progressive type of visual disability, disease or condition, this examination must be required in the form of a vision report furnished from a vision specialist every six months, unless a longer period for periodic reexamination is specified by the vision specialist. (See restrictions #25 and #26.)

25 **VISION MEDICAL EXAM REQUIRED EVERY YEAR.** Used only upon specific

recommendation of a vision specialist. (See restriction #24)

26 **VISION MEDICAL EXAM REQUIRED EVERY 2 YEARS**. Used only upon specific recommendation of a vision specialist. (See restriction #24)

27 **COMPLETE MEDICAL EXAM REQUIRED EVERY 6 MONTHS**. Applied only upon recommendation of a doctor.

28 **COMPLETE MEDICAL EXAM REQUIRED EVERY YEAR**. Applied only upon recommendation of a doctor.

29 **COMPLETE MEDICAL EXAM REQUIRED EVERY TWO YEARS**. Applied only upon recommendation of a doctor.

30 **DRIVING ONLY BETWEEN THE HOURS OF 9:00 A.M. TO 3:00 P.M.** Used when a driver has a disability which may restrict his mobility and/or judgment to the degree that he would be unable to cope with heavy traffic. The hours 9:00 a.m. to 3:00 p.m. are normally light traffic hours.

31 **SEAT CUSHION REQUIRED**. Used to compensate for a driver who is too short to reach the accelerator, brakes and/or clutch. This would only be added after the Motor Vehicle Officer has observed the driver on the outside driving test.

32 **ACCELERATOR PEDAL ON LEFT SIDE**. Used when a driver has lost his right leg or the use of the right leg. This is a seldom used restriction since a person who has lost their lower limbs would normally be restricted to hand controls covered in restriction #34.

33 **MECHANICAL TURN SIGNALS**. All late model vehicles are required to have mechanical signals but this would still be added to drivers who have lost the use of one or more of their upper limbs.

34 **HAND CONTROLS REQUIRED**. Required on a paraplegic or at any time a driver has lost some degree of his or her reflexes in the upper/lower limbs. This also would be added in the case of dwarfs and amputees.

35 **BRAKE AND ACCELERATOR CONTROLS REQUIRED**. Imposed for paraplegics or drivers who have lost some degree of mobility of their limbs. It differs from restriction #34 in that no hand controls for the dimmer switch is deemed necessary.

36 **EXTENSION BAR FOR GAS PEDAL**. Seldom used restriction because drivers with a significant mobility handicap which would require an extension bar for the gas pedal would normally need hand controls. Only careful judgment of all factors involved would determine if only the extension bar for gas pedal is necessary.

37 **DIMMER SWITCH ON STEERING COLUMN**. Seldom used alone. Normally, restriction #34 would be used when a driver has lost a significant amount of mobility of his limbs to warrant a dimmer switch on the steering column. If the Motor Vehicle Officer deems the restriction necessary, add the restriction to the license so that the driver will know all vehicles he or she drives should be properly equipped.

38 **SPECIFIC DRIVING ROUTE MUST ACCOMPANY LICENSE**. Applies to the handicapped/slow response driver and consideration should be given to impose a driving route that meets his/her needs. This restriction applies whenever the driver's disability is such that he/she would not be capable of handling heavy traffic situations or is only capable of less restricted driving.

39 **LIGHT TRAFFIC IN THE PARISH OF RESIDENCE ONLY**. Determination for this restriction is to be based on the same criteria as stated in restriction #17.

40 **WEARING OF ARTIFICIAL LIMB**. Added when a driver has lost one or more limbs and has learned to use the prosthesis as well as the natural limb.

41 **INSIDE AND OUTSIDE REARVIEW MIRROR**. Added to drivers who cannot hear and the disability cannot be improved with a hearing aid. The restriction of additional mirrors will aid the driver in detecting approaching traffic in the driver's blind spots.

42 **LEFT AND RIGHT REARVIEW MIRRORS**. Differs from restriction code #41 in that inside mirror is not mandated in this restriction.

43 **SPECIFIC VISUAL FOR CDL**. (Effective 12-01-90, must be used in conjunction with restriction #53.) Used whenever CDL applicants can only achieve 20/40 (Snellen) visual acuity in one eye. EXAMPLE: Applicant is blind in one eye, but achieves 20/40 with or without corrective lenses in the good eye. Applicant must have been employed as a commercial vehicle driver continuously since March 31, 1990.

44 **EYEGLASSES/CONTACTS, LEFT OUTSIDE REARVIEW MIRROR, EYES CANNOT BE IMPROVED**. Combines requirements under restrictions, #1, #3, and #4.

45 **EYEGLASSES/CONTACTS, LEFT OUTSIDE REARVIEW MIRROR, EYES CANNOT BE IMPROVED, DAYTIME DRIVING ONLY**. Combines requirements under restrictions #1, #3, #4, and #8.

46 **RESTRICTED TO DRIVING A VEHICLE EQUIPPED WITH AUTOMATIC TRANSMISSION, POWER STEERING, MECHANICAL TURN SIGNALS, HAND CONTROLS, EXTENSION BAR FOR GAS PEDAL**. Combines requirements under restriction #5, #6, #33, #34, and #36.

47 **CDL WAIVER FOR FARM RELATED SERVICE INDUSTRIES**. License must be

accompanied by completed CDL Waiver for Farm Related Service Industries form. Allows non-CDL drivers to operate CDL vehicles for farm related service industries within 150 mile radius from their place of business or the farm which is being served. The license is only valid for providing farm related services and for not more than 180 days in a calendar year. After the 180 day period, this license will only be good for the previous class license listed on the CDL waiver form. This is a restricted license and will be indicated as such on the face of the license. The CDL Waiver must be renewed for each waiver period during the four year license.

48 **LIGHT TRAFFIC ONLY**. Applies to the handicapped driver that has slower than normal responses due to age, physical disorder, or visual problems. This limits operation of a motor vehicle to light traffic areas only.

49 **AIR OVER-HYDRAULIC BRAKE SYSTEM**. Applies to CDL drivers who pass the air brake system test, but take the skills test in a vehicle equipped with air-over-hydraulic brakes. These drivers are restricted to operating vehicles equipped with a standard air brake system, but not from operating vehicles with an air-over-hydraulic brake system.

50 **HARDSHIP RESTRICTED LICENSE**. Denotes an economic hardship license which allows the individual to drive under limited conditions as outlined in either the court order, the Refusal interview or Submit interview. The explanation to this restriction (court order or administrative documents) must be attached and carried with the license at all times.

51 **INTERLOCK DEVICE**. Hardship license specifically issued with an interlock device. Hardship Application and/or Court Order should be kept with license to determine further restrictions apply.

52 **INTRA-STATE ONLY**. Applies to commercial driver's license applicants who are under the age of 21. The letter "K" will appear under the endorsement section of the CDL.

53 **INTRA-STATE ONLY**. Applies to commercial driver's license applicants with a medical and/or visual problem which disqualifies them from driving outside the State of Louisiana. The letter "K" will appear under the endorsements section of the CDL. This restriction is automatically added in conjunction with the date of birth (under 21 years of age).

54 **AIR-BRAKES RESTRICTION**. Added to a commercial driver's license whenever the CDL applicant has not passed the airbrake written test, and/or failed the airbrakes part of the skills test, or took a skills test in a vehicle not equipped with airbrakes. Applicant is not qualified to operate vehicles with airbrakes. The letter "L" will appear under the endorsements section of the CDL.

55 **NO 18-WHEELERS.** This restriction is added to a commercial driver's license (Class A) whenever the CDL applicant has skills tested in a combination

vehicle where the pulling unit was less than 26,000 pounds gross vehicle weight rating.

57 **INTERLOCK / CONDITION OF REINSTATEMENT.** This restriction is added to an applicant that is required to have an ignition interlock device as a condition of reinstatement.

58 **MEDICAL VARIANCE DOCUMENT REQUIRED.** This restriction is added to any commercial driver's license applicant that holds a waiver from FMCSA for vision, diabetes, or Skill's Performance Evaluation (SPE).

60 **RESTRICTION CARD**. This restriction is for anything not covered. It requires a "Restriction Card" be attached to the license specifying the restriction.

61 **INTERMEDIATE LICENSE**. Added to Class "E" licenses for minors sixteen (16) years of age who have completed their thirty (30) day learner's permit stage. Restriction cannot be removed until the applicant reaches the age of seventeen (17).

62 **FRONT/SIDE FENDER MIRRORS**. Requires mirrors to be mounted to the front fenders to increase visibility in blind spots. Restriction is used when an applicant has a severe mobility impairment which affects the ratio of movement of the neck.

***63** **CLASS B PASSENGER ENDORSEMENT**. Allows the driver to operate a Class B (GVWR 26,001 and more) and a Class C (26,000 lbs and less) passenger carrying vehicle. Restriction used only for CDL (Class A and/or B) licenses with a passenger endorsement.

***64** **CLASS C PASSENGER ENDORSEMENT**. Allows the driver to operate a Class C (GVWR 26,000 and less) passenger carrying vehicle. Restriction used only for CDL licenses (Class A, B, or C) with a passenger endorsement.

***65** **SCHOOL BUS ONLY**. This restriction is for a new driver to CDL who skills tested in a school bus and is restricted to driving school bus only. It should be used in addition to the 63/64 restriction for new drivers only.

66 **BIOPTIC LENS REQUIRED** Applies to Class "E" license applicants who use bioptic telescopic lenses and have met certain criteria to be eligible for a driver's license. May be used in conjunction with restriction 08.

67 **NO TRACTOR-TRAILER CMV.** This restriction is added to a commercial driver's license if an applicant performs a skills test in a combination vehicle for a Class A with the pulling unit and trailer connected with a pintle hook or other non-fifth wheel connection. This will print as an **"O"** restriction on the credential.

68 **NO FULL AIR BRAKE EQUIPPED.** This restriction is for CDL drivers who pass the air brake system test, but take the skills test in a vehicle equipped with air-over-hydraulic brakes. These drivers are restricted from operating vehicles equipped with a standard air brake system, but not from operating vehicles with an air-over-hydraulic or hydraulic brake system. This will print as a **"Z"** restriction on the credential.

69 **NO CARGO IN CMV TANK VEHICLE.** This restriction is added to a Commercial Learner's Permit only in conjunction with the **"N"** Tank Endorsement. The vehicle being operated cannot have any cargo or any hazardous materials residue.

70 **LOSS OF VISION IN LEFT EYE** (Visual acuity LESS THAN 20/40 in left eye).

71 **LOSS OF VISION IN RIGHT EYE** (Visual acuity LESS THAN 20/40 in right eye)

72 **VISION MEDICAL EVERY 4 YEARS** as required by the vision specialist.

73 **DEAF.** This code gives information concerning the driver's disability which will aid him if he should be stopped by a police officer and is unable to communicate. To compensate for the disability, restriction #41.0 must be applied.

74 **HARD OF HEARING.** This code gives information concerning the driver's disability which will aid him if he should be stopped by a police officer and is unable to communicate. To compensate for the disability, restriction #41.0 must be applied.

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T - **Double/Triple trailers**
H - **Hazardous Materials**
N - **Tank**
X - **(combination Tank and Hazmat)**
P - **Passenger**
S - **School Bus**
K - **Restricted to driving intrastate only.**
intrastate due to age (under 21) - 52 restriction
intrastate due to medical condition- 53 restriction
L - **Restricted to No airbrakes- 54 restriction**
E - **EMERGENCY ENDORSEMENT**. Special endorsement for emergency vehicle operators for which there are no administrative procedures at this time.
M - **Motorcycle.** Allows the applicant to operate a motorcycle, motor-driven cycle or motorized bicycle.
V - Variance restriction - 58 restriction (Restriction currently prints under endorsement section of the current driver's license).

VETERAN **"Veteran" will appear below the license holder's photograph for all those who have provided a DD214 indicating honorable discharge to the Office of Motor Vehicles.**

RETENTION PERIOD

The record retention period depends on the system accessed. The retention period on the "LL" (OMV Driver History Records) system is five/ten years or 55 years if a CDL licensee. The retention period on the "LEMS" (Law Enforcement Message Switch) system is five or ten years. The retention period on the ODR (Official Driving History Record) system varies in accordance with statutory requirements.

RECORD RETENTION PERIOD FOR THE ODR (OFFICIAL DRIVING HISTORY) - retention period varies in accordance with statutory requirements.

- Traffic violations that require no suspensive action are displayed for a three-year period from the date of conviction.

- Traffic violations that require **suspensive action** are displayed for a five-year period from the date of conviction or until all requirements have been met.

- DWI, Vehicular Negligent Injury, Vehicular Homicide and Out of Service Order (CDL) violations are displayed for a **ten year period** from the date of conviction or until all requirements have been met.

- Underage Driving under the Influence (UDUI) Law **repealed** by 2007 Regular Legislative Session, effective date August t 15, 2007.

    - Underage Driving Under the Influence (UDUI) convictions **prior to August 15, 2007**, are displayed for a **two year period** from the date of conviction or until all requirements have been met unless the licensee receives another UDUI conviction within two years of the original conviction. If that occurs, the original conviction is then displayed on the official driving record (ODR) for a **four year period** and the subsequent UDUI is displayed on the official driving record (ODR) for a period of two years. However, if the subsequent conviction is a DWI and not a UDUI, then it is displayed on the official driving record (ODR) for a period of 10 years.

- CMV Disqualification violations (CDL) are displayed for a **ten year period** from the date of conviction or until all requirements have been met. The provisions of the Code of Criminal Procedure **do not apply** to CMV violations and convictions or those violations and convictions committed by a CDL class holder while operating a private vehicle that require disqualifications. Disqualification is imposed even if a conviction is set aside or dismissed under Article 892.1, 893, or 894.

- Affidavit (AFF) flag indicating unpaid traffic offenses are displayed for three years or until all requirements have been met.

- No Insurance (NI) flag indicating a cancellation of insurance violation or notice of violation offense is displayed in the **master record only**.

- Administrative per se (refusal/submits) are displayed for a **ten-year period** from the **date of arrest** or until all requirements have been met. However, they are not displayed if pending.

- Accidents are displayed only if the individual's driving privileges are suspended.

DEFINITIONS OF VIOLATIONS THAT APPEAR ON A DRIVING RECORD

AS IT APPEARS ON THE DRIVING RECORD	DEFINITION
2 SERIOUS	Second serious violation in a commercial motor vehicle
3+ SERIOUS	Third serious violation in a commercial motor vehicle
3 RK/12 MN	Three reckless driving offenses in a 12 month period
2ND RRGC	Second violation of any combination of railroad crossing violations
3RD+ RRGC	Third or subsequent combination of any railroad crossing violations
ALCOHOL<21	Purchase/possession of alcohol by someone under 21
ALCOHOL<21	Purchase of alcohol for someone under 21
CHILD SEAT 1st, 2nd, 3rd	Failure to restrain a child appropriately (1st occurrence, 2nd occurrence , 3 occurrence)
CHILD SUP	Request from DCFS to suspend for failure to pay child support
CRLS DRIVING	Careless Driving
CRLS DRIV	Careless Driving, however, if there is a suspension then it's a careless with a fatality
CRLS OP FL	Careless Driving during a flood
CT ORDER	Order from the courts requesting a suspension
DEF INSTAL	Default of installment plan
DENY DRIV 1st, 2nd	Order from the court to suspend for conviction involving the possession, use, or abuse of one or more controlled dangerous substances (1st occurrence, 2nd occurrence)
DEPT ACT	Suspension added on by the Department of Motor Vehicles due to the person driving while suspended
DISCPL SUS	Disciplinary action for students requested by Department of Education
DISPRTRDWI	Disqualification pretrial diversion of a DWI for a commercial driver
DISQ894 CS	Felony controlled substance for a commercial driver's license holder. Permanent disqualification of commercial vehicle use only. If personal status is valid they can operate their personal vehicle.

DISQ894FEL	**Felony use of a vehicle for a commercial driver's license holder. Disqualification of commercial vehicle use only. If personal status is valid they can operate their personal vehicle.**

AS IT APPEARS ON THE DRIVING RECORD	DEFINITION
DR CRSE RR	Failure to attend a safe driving course for railroad violation
DR WH BARD	Driving while barred
DR WH CANC	Driving while cancelled
DR WH DISQ	Driving while disqualified
DR WH WTDN	Driving while withdrawn
DRIV REV	Driving while revoked
DRV DENIED	Driving while denied
DWI 1st, 2nd, 3rd+	Driving while intoxicated
FATALITY	Negligent fatality while operating a commercial motor vehicle
FELONY SUB	Felony controlled substance
FELONY VEH	Felony use of a vehicle
FL RND AID	Failure to stop/render aid with injury
FT SLOW RR	Failure to slow down at a railroad corssing
FT STOP RR	Failure to stop/approaching train
FTP: TAX	Failure to pay income tax
FTPCRIMFIN	Failure to pay criminal fines with the court
FUEL 1, 2	Theft of Fuel (1ST occurrence and 2nd occurrence)
H&R FAT AC	Hit and run fatal accident
H&R PRP AC	Hit and run property damage accident
HAB/STUDEN	Truancy for students requested by Department of Education

HH DEVICE	**Use of a hand held device while driving**

AS IT APPEARS ON THE DRIVING RECORD	DEFINITION
HIT/RUN	**Hit and run/failure to render aid**
HOMICIDE	**Negligent Homicide while operating a commercial motor vehicle**
HRDSHP VIO	**Violation of hardship for a DWI or DUS (driving under suspension)**
HRDSHP VIO	**Violation of hardship for submit/refusal**
IMM HAZARD	**Commercial driver was taken off the road as they posed an imminent hazard**
INATT OPER	**Inattentive/Distraced/carless/negligent driving with a fatality**
INTKL VIOL	**Violating the requirement for an ignition interlock**
LEAVE SCN	**Leaving the scene before investigation**
LITTER 3+	**Littering from a motor vehicle 3rd or subsequent occurrence**
LVSC FATL	**Leaving the scene fatal accident**
LVSC PROP	**Leaving the scene property accident**
MANSLAUTER	**Vehicular Manslaughter**
NEJ INJ	**Negligent Injury**
OOS CMV 1, 2	**Driver of a commercial motor vehicle was placed out of service (1ST occurrence and 2nd occurrence)**
OOS HAZ/16 1, 2	**Driver of a commercial motor vehicle carrying hazardous material or 16 or more passengers was placed out of service (1ST occurrence and 2nd occurrence**
OUT ST AFF	**Request from an out of state court to suspend as the person failed to satisfy an affidavit to appear in court or satisfy prior to court date**
PATRIOT AC	**Commercial driver failed to surrender his hazmat**
PLATE SUS	**Registered owner of the vehicle driving while suspended**
REF ALC 1st, 2nd, 3rd+	**Refusal to an alcohol test (1st occurrence, 2nd occurrence , 3+)**

REF OOS 1ST, 2ND, 3RD	**Refusal to an alcohol test from a driver licensed out of state (1st occurrence, 2nd occurrence , 3+)**
REF1 FA/IN	**Refusal to an alcohol test with a fatality or serious injury**
WD SCHOOL	**Use of wireless device in a school zone**

AS IT APPEARS ON THE DRIVING RECORD	DEFINITION
REST VIOL	Restriction Violation
REV VIOL	Court conviction for driving under suspension
RR SIGNAL	Failure to obey railroad gates, signs/signals
RRGC CLRNC	Undercarriage is not clear for the railroad crossing
SC ACC	Uninsured school bus in an accident
SC BUS VIOL	Failure to stop for school bus loading/unloading children
STOP ON RR	Stopping on railroad crossing
STOP RQ RR	Stop required at railroad crossing
SUBMIT .04	Submittal to an alcohol test while driving a commercial motor vehicle
SUB OOS 1ST, 2ND, 3RD	Submittal to an alcohol test from a driver licensed out of state (1st occurrence, 2nd occurrence , 3+)
SUB UNAGE	Submittal to an alcohol test and driver was underage
SUB-TEST 1st, 2nd, 3rd+	Submittal to an alcohol test (1st occurrence, 2nd occurrence , 3+)
UDUI	Underage driving under the influence
UNLW USE	Unlawful use of a driver's license 1st occurrence
UNLW USE 2	Unlawful use of a driver's license 2nd occurrence
VEH FET 3	Vehicular feticide 3rd degree
VEH HOMICI	Vehicular Homicide
VIOL OOS 3+	Driver of a commercial motor vehicle was placed out of service for third or subsequent combination of any out of service including hazardous materials or 16 or more passengers
VIOL REST	Hardship Restriction Violation
WRIT PROM	Request from the court to suspend as the person failed to satisfy an affidavit to appear in court or satisfy prior to court date

OMV LIABILITY INSURANCE DATABASE

CODE	TRANSACTION TYPE	DESCRIPTION
0	Termination	Insurance policy was canceled.
1	Recall of termination	Cancellation of insurance policy sent in error.
6	NSF check	Insured submitted an NSF check as payment.
7	Rescinded/canceled sale	Sale of the vehicle was rescinded/canceled (no longer owns vehicle).
A	Initiation	Insurance policy was purchased.
B	Recall of initiation	Initiation of insurance policy sent in error.
F	Binder	Changing the policy number from "Binder" to a valid policy number.

FLAG CODE DEFINITIONS FOR VEHICLE REGISTRATION SYSTEM

FLAG CODE	DEFINITION
AB	**ASSEMBLED VEHICLE -** Indicates a vehicle has been built using various new and/or used parts. The initial transaction must be routed to the Specialized Plate and Title Unit to set the "AB" flag on computer.
AF	**AUDIT -** Set by the Title Registration Unit against a particular office on a particular date. The flag denotes that title transaction files will be stopped for that date and audited. This fatal flag stops all further transactions on that particular vehicle until auditing has been completed.
AH	**AUTO HULK -** "Auto Hulk" means any material which is or may have been a motor vehicle, with or without all component parts, which is not self-propelled nor capable of carrying persons or property upon a public highway and which material is in such condition that its highest or primary value is its sale or transfer as parts or scrap metal. **This "AH" is a fatal flag and you will not be able to process any transactions against it.**
AS	**ABEYANCE SUSPENSE -** Indicates that an incomplete file covering the vehicle was submitted with cash attached or with incomplete, incorrect, or no address. The fees are deposited and held in abeyance and the file suspended until additional fees and/or documents are submitted.

FLAG CODE	DEFINITION
CD	**CERTIFICATE OF DESTRUCTION -** The “CD” flag indicates that a Certificate of Destruction covering this vehicle was issued as a result of a disaster or emergency and has been declared a “total loss”. See Policy Section IV, Policy 76.01. **This is a fatal flag and you will not be able to process a transaction against it.** In the event an error was made in setting the flag, contact the Title Registration Unit at 225-922-2477 for assistance.
CH	**CHILD SUPPORT -** A new revocation flag, “CH,” has been created and will be set on the motor vehicle record through the “11LP” transaction screen by the Conviction/Medical Unit, when the notice of noncompliance includes the vehicle information. If the license plate is surrendered, the “CP” flag must be set. If the “CP CH” flags are set, the “SF” flag must be set at the time of reinstatement. See Policy Section II, Policy 41. The flag will prevent the renewal or issuance of a plate and/or registration on the vehicle to same owner. However, a TT 61, 62, 64, and 32 can be processed.
CK	**CRUSHED KATRINA VEHICLE -** The “CK” (Crushed Katrina) flag indicates a vehicle was abandoned and destroyed by Hurricane Katrina and has now been crushed. Data receives the file and the “CK" flag is automatically set on the vehicle record to indicate the vehicle has been crushed. **This is a fatal flag and you will not be able to process a transaction against it.** In the event an error was made in setting the flag, contact the Title Registration Unit at 225-922-2477 for assistance.
*** CL**	**CLEAR TITLE -** Indicates a clear Louisiana title has been issued on the vehicle record. An edit check is made when the transaction is entered to make certain that no liens exist on the vehicle record.
CO	**COMMENTS -** Indicates a special note has been attached to the computer record. If this flag exists on a master record, the operator **must** check the special comment record to see the information it contains before completing the transaction or giving information. The “CO” flag does not stop the processing or updating of any transaction types and should be removed if no longer relevant.
*** CP**	**CANCELLED PLATE -** Indicates plate has been cancelled. Other flags may or may not be set in conjunction with the "CP" to explain plate cancellation.
CP AP	**CANCELLED PLATE/APPORTIONED PLATE -** Indicates the license plate was cancelled by the Department because an apportioned license plate was issued.
*** CP DE**	**CANCELLED PLATE/DRIVER’S EDUCATION -** Indicates that the license plate was cancelled because it was issued to a Driver’s Education vehicle free of charge and the vehicle has now been transferred.
CP DV	**CANCELLED PLATE/DISMANTLED -** Indicates the license plate was cancelled because the vehicle was dismantled.
CP FR	**CANCELLED PLATE/FINANCIAL RESPONSIBILITY -** Indicates plate surrendered as a result of a suspension for Safety Responsibility in an accident case. The flag will prevent the renewal or issuance of a plate and/or registration on the vehicle. See Section IV, #87.0.**DESCRIPTION**
CP NI	**CANCELLED PLATE/NO LIABILITY INSURANCE -** Indicates no liability coverage on the vehicle and the plate and registration has been received by the Department and cancelled.
***CP NV**	**CANCELLED PLATE/NOTICE OF VIOLATION -** Indicates a notice of violation case has been created and Temporary Vehicle Use Authorization has expired. When revocation is imposed, the “NV” flag will be removed and NI will be set on the vehicle record.

FLAG CODE	DEFINITION
CP PA	**CANCELLED PLATE/PUBLIC AGENCY ** (NO LONGER USED) **** Indicates the license plate was cancelled because it was issued at no charge and the vehicle has now been transferred.
*** CP PT**	**CANCELLED PLATE/PRIVATE TRANSFER -** Current license plate was cancelled due to a private vehicle transfer. Plate must be surrendered for cancellation, if a new owner has possession of it.
CP RF	**CANCELLED PLATE/REFUND -** Indicates that the license plate and registration were submitted to the Department and a refund was issued.
CP RS	**CANCELLED PLATE/RESCINDED SALE -** Indicates that the license plate was cancelled because the sale of the vehicle was rescinded and the vehicle was returned to the seller (dealership or individual). Process with a TT25 NONE or TT35 NONE. Flags set by the Title Registration Unit.
CP SC	**CANCELLED PLATE/SALE CANCELLED -** Indicates the sale of the new vehicle was canceled by mutual agreement between the customer and dealer. Flags set by Title Registration Unit.
CP SP	**CANCELLED PLATE/SPECIALIZED PLATE** Indicates the license plate was cancelled by the Department because a special plate was issued, (i.e. Prestige, Ham, XPOW, etc.).
CP TR	**CANCELLED PLATE/TRADE TO DEALER** Indicates the current license plate was cancelled because the vehicle has been traded to a dealer. Plate must be removed by dealer.
CP TS	**CANCELLED PLATE/TITLE SURRENDERED OUT-OF-STATE -** Indicates that the license plate was cancelled because the Louisiana title was surrendered for registering out-of-state and title was returned to Louisiana for cancellation. (Plate not always returned to the Department in this instance.) The state to which it was surrendered is displayed in the TTA field and the date of surrender in the TRDA field.
CP VS	**CANCELLED PLATE/VOLUNTARILY SURRENDERED -** Indicates the license plate was cancelled because the owner voluntarily surrendered the license plate and registration due to cancellation of liability security covering the vehicle. Plate cannot be cancelled if there is an NI flag on the record. Refer the customer to the nearest reinstatement OMV office.
CS	**CONTINUATION STATEMENT FOR LIEN -** Indicates that a statement from the lienholder has been received showing an extension period for the lien.
CV	**CRUSHED VEHICLE -** Indicates a vehicle has been completely crushed. This flag can only be set and/or removed by the Stored Vehicle Unit. Contact this unit if you need assistance at (225)925-6381. Since the vehicle has been completely crushed and, therefore, cannot be restored to road-worthy condition, **no transaction should be processed once this flag has been set.** DO NOT process a TT37 to remove the flag.

FLAG CODE	DEFINITION
DC	**Indicates a** vehicle was traded to a dealer under the cash for clunkers program. This "DC" flag must be set in conjunction with the cancel plate/trade flags (CP/TR) on the vehicle record for the trade vehicle. When setting this flag you need to make certain that the computer record you are setting the flag on is the correct vehicle record. **This is a fatal stop that can only be removed administratively;** therefore, any request to remove a flag set in error must be forwarded with a written explanation and a copy of all supporting documentation up the chain of command for review and correction. Records with this flag will be sent to the National Motor Vehicle Information System (NMVTIS). This is a database that maintains vehicle title information nationwide. Once this flag is entered into this system should someone attempt to re-title the vehicle in another state the transaction would be blocked.
DH	**DESIGNATED HANDICAPPED PLATE -** Indicates that the mobility impaired license plate has been designated to one recipient vehicle for the exclusive use of a mobility, impaired person. Special parking privileges are allowed **only** when used to transport the mobility impaired person.
DT	**DUPLICATE TITLE -** Indicates a duplicate title was issued to the vehicle at some time in the past. The flag will be carried forward into each subsequent transaction processed against this vehicle record. The "DT" flag does not stop the processing of any transaction types. The flag is set internally when you process transactions 61 and 62.
DV	**DISMANTLED VEHICLE** – Indicates that the title or a Permit to Sell was surrendered to the Motor Vehicle Division and a Permit to Dismantle was issued. Permits to Dismantle can only be processed by the Stored Vehicle Unit. This flag is fatal and no transactions can be processed against this vehicle.
EL	**ELECTRONIC LIEN TITLE -** Indicates the record was processed with an ELT code. Once an "EL" flag is set on a record, no title transactions except a TT32 and (TT65 and TT64 for contracted public tag agents only) can be processed. All non-title transactions will be allowed. Refer to Section IV, policy no. 35.03
***FN**	**FOREIGN TITLE HELD BY LIENHOLDER -** Indicates the out-of-state title to this vehicle is being held by lienholder. A Louisiana title will not be issued until the out-of-state title is surrendered. "FOREIGN" will be shown in the current title field. When processing a file and "NONE" is displayed in the license field and a "TS" flag has been set, you can process a T21 and set the "FN" Flag. This flag can only be set on TT11, TT19, and TT60. An "FN" flag cannot be set unless a "TS" flag has been entered.
FT	**FREE LICENSE TAG/PLATE -** Indicates the license plate is a free private plate. A free private plate cannot be transferred to another owner.
FV	**FARM VEHICLE -** The flag code "FV" must be entered in both the flag field and the no-tax field to allow the exemption. As this is farm equipment, no plate should be issued. See Section IV, policy #1.
GF	**GOOD FAITH TITLE -** Indicates that the vehicle was titled without a bill of sale or current record of ownership. The flag prevents a title from being issued.

FLAG CODE	DEFINITION
GK	**GLIDER KIT -** Indicates that a glider kit is used on a previously titled vehicle showing a new body and year. The component parts of the old unit are used to construct the assembled vehicle using the glider kit to complete the new unit. The initial transaction must be routed to the Stored Vehicle Unit to set the "GK" flag on computer. All following transactions may then be processed in the field or headquarters. The words "GLIDER KIT" will be printed on the title and will remain on all subsequent records.
GM	**GREY MARKET -** Indicates a vehicle was not manufactured for use in the United States. Grey Market vehicles are manufactured overseas for use in other countries. They do not meet State and Federal Emission Control and Safety standards and therefore must be converted for use in this country. The VIN pattern generally will not correspond with vehicles of the same type produced for use in this country and as such may not meet the VIN edit check on our systems. The initial transaction must be routed to the Title Registration Unit to set the "GM" flag on the computer. All following transactions may then be processed in the field or headquarters. The words "GREY MARKET" will **not** be printed on the title, however, the flag, "GM", will remain on the master record.
HD	**HAIL DAMAGED VEHICLE -** Indicates a motor vehicle has sustained cosmetic damages caused by hail and equivalent to seventy-five percent or more. Out-of-state titles reflecting water damage must also be shown on subsequent transactions. The hail damage code must be entered on the computer as "HD" which will brand the title "Hail Damaged". It will become a permanent part of that vehicles' history.
IH	**INTERSTATE HAULERS -** Indicates vehicle is utilized for interstate haulers. This flag is to be set whenever an IH no-tax code is entered. This flag will prevent regular license plates from being issued to trucks which require apportioned license plates. Ident trailer plates can still be issued if this flag is set. IH flag will remain on the master record until such time as ownership changes or taxes are paid. DO NOT remove an IH flag with a TT37. Once the IH flag has been set, an operator will be allowed to lift the flag when processing a TT21, TT25, TT31 or TT35. The flag will automatically lift when processing a TT24, TT26, TT57, or TT59. **The flag should remain on the record when processing a TT32, TT61 or TT62.** A TT51 cannot be processed against the flag unless a trailer plate is being issued.
****JP**	**JUSTICE OF THE PEACE -** Indicates Missing documentation and/or chain of ownership to register vehicle to new owner.
KC	**KIT CAR -** Indicates that a vehicle is assembled utilizing a kit combined with the chassis and /or power train of a pre-existing vehicle or vehicles. The initial transaction must be routed to the Stored Vehicle Unit to set the "KC" flag on the computer. All following transactions may then be processed in the field or headquarters. The words "KIT CAR" will be printed on the title and will remain on all subsequent records.
LA1	**L1 TOLL BRIDGE FACILITY -** The "L1" flag will prevent the renewal or issuance of a plate and/or registration on the vehicle. The owner of the vehicle is responsible for the payment of the toll to the LA1 Toll Facility, regardless of who was driving the vehicle at the time. Contact 985-475-3016.

FLAG CODE	DESCRIPTION
LP	**LOST PLATE -** Indicates that the license number by which inquiry was made has been reported lost and a new license has been issued as a replacement. No transaction can be processed against a record in which the flag is set, because it is inactive and a new record exists under the replacement license plate number and by the VIN.
LT	**LIEN -** Indicates that a statement from the lienholder has been received showing that the lien has been satisfied.
MC	**STATE POLICE (MCSAP) -** Indicates the flag set by State Police, you must call the phone number shown in the comment. The "MC" flag will prevent the renewal or issuance of a plate and/or registration on the vehicle until compliance is met.
***ME**	**MILEAGE EXCEEDS -** Indicates odometer reading is over 100,000 miles but the vehicle odometer itself only mechanically allows a reading up to 99,999.
MP	**MISSING PLATE -** Indicates that the license number by which inquiry was made has been reported missing in shipment from the manufacturer. The flag is set in the license index only and is never attached to a specific vehicle record. No transactions are allowed against this flag.
MS	**MANUALLY SOLD PLATE -** Indicates the license plate was manually sold for audit purposes.
NI	**NO LIABILITY SECURITY COVERAGE -** Indicates no liability security coverage on the vehicle and a 16 (pick up order) has been issued by the Department for the plate and registration. The "NI" flag will prevent the renewal or issuance of a plate and/or registration on the vehicle.
***NM**	**NOT ACTUAL MILEAGE -** Indicates a vehicle odometer has been replaced, damaged or for some reason changed.
NP	**NO-PRINT TITLE -** The NP (no-print) flag is to be set on a TT61 when processing the first part of a double for a salvage and/or water damaged and/or Katrina salvage title. This will allow the collection of the required fees for a duplicate title however no title will be generated. An edit has been placed that will only allow the setting of the NP flag and disallow any information shown on the vehicle record to be changed.
NS	**NSF CHECK -** Indicates that a check was used in payment of fees, however, returned to the Department for non-sufficient funds and finance set a NS flag against the vehicle record.
***NT**	**NOT TITLED-FORCED -** Indicates that an application for registration only was made and tax was paid. No title application was submitted because the vehicle is titled in another state and is only being used in Louisiana for a short period of time (usually 1 year or less) file should have a letter from the company they work for attesting to this fact. “NO TITLE” will be shown in the current title field.
***NU**	**NON-USE AFFIDAVIT -** Indicates a non-use affidavit was received that the vehicle was reported not in use for a specified period of time.
***NV**	**NOTICE OF VIOLATION -** Indicates a license plate was removed by a law officer when the operator was unable to furnish proof of liability coverage at time of violation. No transaction is allowed until the NV flag has been cleared.

FLAG CODE	DESCRIPTION
NW	**NONCONFORM WARRANTY -** Indicates that a vehicle was returned to the manufacturer or dealer because it did not conform to its warranty and the defect or condition was not fixed within the time provided by Louisiana law. The words "NONCONFORM WARRANTY" will be printed on the title and will remain on all subsequent records.
PC	**PERMISSION TO CRUSH -** Indicates a storage facility has requested permission to crush a vehicle that has been stored in excess of 30 days. **This is a fatal flag and will not allow any transactions to be processed against the record.**
PE	**PERSONAL STOP -** Indicates Motor Vehicles has received a letter or is holding a file which will affect the issuance of a title or processing of a transaction against the file. The file is held in the section which received the information. Any inquiry or transaction against a record in which this flag is set must be routed to the unit as shown in the comments record. No transaction can be processed against a record in which this flag is set; however, this flag does not stop the issuance of a duplicate registration certificate using LA or VA inquiry codes.
***PF**	**PLATE FORFEITED -** Indicates that the license number by which inquiry was made was returned to the Motor Vehicle Office and a new license plate was issued. No transaction is allowed against a record in which this flag is set, because the record is inactive and a new master record exists under the license number which is "flashing" in the current license field and by the VIN.
PI	**PLATE IN FILE -** Indicates the plate was returned to Motor Vehicles by postal authorities as undeliverable and is being held for a better address for the vehicle owner. The deputy should attempt to obtain a better address from the vehicle owner and forward this address to the Vehicle & DL Info Unit to have the plate mailed.
PO	**OFFICIAL REPORT OF STORED VEHICLE -** Indicates that an Official Report of Stored Vehicle has been submitted by a storage facility for the vehicle. This flag will not prevent any transactions at this time.
PS	**PERMIT TO SELL -** Indicates a Permit to Sell covering this vehicle was issued to a garage or storage facility in lieu of a title. The outstanding title, either Louisiana or from another state, is cancelled by issuance of the permit to sell. The "PS" flag will prevent the renewal or issuance of a plate and/or registration on the vehicle. The flag lifts automatically when a TT21, TT31 is processed.
***PT**	**PRIVATE VEHICLE TRANSFER -** Indicates the vehicle was transferred between individuals. The flag will prevent the renewal or issuance of a plate and/or registration on the vehicle.
***RC**	**RECONSTRUCTED VEHICLE -** Indicates a salvaged vehicle has been rebuilt for use on the highways. The word "RECONSTRUCTED" will be printed on the title and will remain on all subsequent records.
RS	**RESCINDED SALE -** Indicates that the vehicle sale was rescinded and the vehicle has been returned to seller (dealership or individual). This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle.

FLAG CODE	DESCRIPTION
RT	**REPRINT TITLE -** Indicates that the record had a “TI” on the computer and HQ received information on a corrected address. The “TI” flag is removed and replaced with the “RT” flag; this alerts Data Processing to have the title reprinted that night with the corrected address. Once the title is reprinted that night by data, the flag will be removed automatically.
SC	**SALE CANCELLED -** Indicates that a dealer in error invoiced an incorrect vehicle and submitted the papers for title and registration and the sale was cancelled. This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle.
SF	**SATISFIED -** Indicates when subject has satisfied requirements for compulsory insurance and/or financial responsibility. Used in conjunction with the "NI" flag.
SI	**STICKER IN FILE (no longer used)-** Indicates the sticker was returned to Motor Vehicles by postal authorities as undeliverable and is being held for a better address for vehicle owner.
SL	**STOLEN LICENSE PLATE -** Indicates the plate has been stolen rather than lost. To be used in conjunction with the CP flag. A new registration/plate must be issued.
SK	**SALVAGE KATRINA VEHICLE -** Indicates the vehicle was damaged during Hurricane Katrina. The “SK” flag will become a permanent part of that vehicles’ history.
SR	**SALVAGE RETENTION -** Indicates a salvage vehicle has been retained by the owner. Flag requires that a salvage, dismantled or crushed vehicle title to be issued. This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle until the vehicle is processed as a salvage or reconstructed vehicle.
***ST**	**SALVAGED VEHICLE -** Indicates that the vehicle is in a wrecked or salvaged condition and cannot be used on the highways or public streets. This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle until the vehicle is reconstructed.
SV	**STOLEN VEHICLE -** Indicates the vehicle has been reported stolen. No transaction can be processed until the flag is removed by the Title Registration Unitions.
TI	**TITLE IN FILE –** Indicates the title was returned to Motor Vehicles by postal authorities as undelivered mail and is being held for a better address for lienholder or vehicle owner.
TO	**TITLE OUTSTANDING -** Set internally when a delayed void was not accepted by the computer system. Contact 225-925-6364 for instructions.
***TR**	**VEHICLE TRADED TO DEALER -** Indicates that an invoice or bill of sale was received listing the vehicle as a trade-in. This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle until the vehicle is re registered or flag removed if set in error.

FLAG CODE	DESCRIPTION
***TS**	**TITLE SURRENDERED OUT-OF-STATE -** Indicates the Louisiana title was surrendered for registering out-of-state and title was returned to Louisiana for cancellation. **The TS flag must be set** whenever an out-of-state title is submitted with a file and there is a record on the computer which does not have an “FN” flag. If a current license plate is displayed on the record, a “CP” (cancelled plate) flag should be entered on TT30 along with the TS. Ex. "CP TS". **Do not remove the plate with a TT37.**
TV	**TOLL VIOLATOR FLAG –** This flag will prevent the renewal or issuance of a plate and/or registration on the vehicle. The flag can only be removed and/or set by DOTD.
UF	**UNACCOUNTED FOR PLATE -** Indicates a license plate cannot be accounted for by an office. Contact (225) 922-0549 if you have problems with this flag.
VR	**VIN REPLACEMENT -** Indicates a VIN replacement has been issued to the vehicle when the original VIN plate has been lost, stolen, removed or in the case of two VIN numbers. This flag can only be set and/or removed by the Stored Vehicle Unit (225-925-6381).
***VT**	**VEHICLE TRANSFERRED -** Indicates a VEH-30 or copy of a bill of sale was submitted to the Department advising vehicle transferred/sold. This flag will have to be removed before the file can be processed for new owner. Title assignments must be verified to determine if a multiple transfer needs to be processed.
***WA**	**WATER DAMAGED -** Indicates the vehicle has been damaged by water. Out-of-state titles reflecting water damage must also be shown on subsequent transactions. The words “WATER DAMAGED” will be printed on the title and will remain on all subsequent records.
***1L**	**FIRST LIEN -** Indicates that one lien exists on the vehicle record. An edit check is made when the transaction is entered to make certain that the number of liens entered on the screen match the lien flag.
***2L**	**SECOND LIEN -** Indicates that one lien in addition to the one reflected on the vehicle record exists for this vehicle. If you have to add a 2nd lien, the screen will come up after you complete the first screen and transmit. In addition to lien document, must have the title to add a second lien and the title will be mailed to the first lienholder.
***3L**	**THIRD LIEN -** Indicates that two liens in addition to the one reflected on the vehicle record exists for this vehicle. If you have to add a 3rd lien, the screen will come up after you complete the first screen and transmit. In addition to lien document, must have the title to add a second/third lien and the title will be mailed to the first lien holder.

SPECIAL PLATES

CODE	TYPE OF SPECIAL PLATE
AA	ARMY AIRBORNE
AB	ARMY AIRBORNE M/C
AE	FUTURE FAMRERS
AF	AIR FORCE VETERAN
AG	AGRICULTURE
AI	NATIVE AMERICAN
AL	LA AIDS ADVOCACY NETWORK
AM	ANTIQUE M/C
AN	ACTIVE DUTY ARMY
AR	ARMY VETERAN
AT	ANTIQUE
AU	UNLOCKING AUTISM
AV	VIETNAM ARMY
AW	AMERICA'S WETLANDS
BB	BLACK BEAR
BC	LIFE CENTER MINISTRY
BG	NATIONAL GUARD M/C
BK	BOOKS FOR SCHOOLS
BR	BRONZE STAR
BU	QUAIL UNLIMITED
BV	BELLSOUTH VOLUNTEER
BZ	BRONZE STAR M/C
C	MILITARY SURPLUS VEHICLE
CA	CIVIL AIR PATROL
CB	BREAST CANCER
CC	COASTAL CONSERVATION
CD	CHARLES DUNBAR AWARD
CG	COAST GUARD VETERAN
CI	I'M CREOLE
CK	K9S 4 COPS
CL	CHOOSE LIFE
CM	CONGRESSIONAL MEDAL OF HONOR
CS	CHILD SAFETY
CV	SONS OF CONFEDERATE VETERANS

CODE	TYPE OF SPECIAL PLATE
CW	CAMP WOODMEN
CZ	CHEZ NOUS
DA	DESERT STORM ARMY
DC	DISTINGUISHED SERVICE CROSS M/C
DF	DESERT STORM AIR FORCE
DG	DESERT STORM COAST GUARD
DI	DEALER
DL	ORGAN DONATION
DM	DESERT STORM MARINE
DN	DESERT STORM NAVY
DO	DOWN SYNDROME
DP	WILD DOLPHIN
DS	DISTINGUISHED SERVICE CROSS
DU	DUCKS UNLIMITED
DV	DISABLED VETERAN
DW	100% DISABLED VETERAN
EB	AFGHANISTAN M/C
ED	EDUCATOR
EE	ENVIRONMENTAL EDUCATION
EF	AFGHANISTAN CAMPAIGN
EG	EASTERN STAR
EM	EMERGENCY MEDICAL TECH
ES	RARE & ENDANGERED SPECIES
FA	ANIMAL FRIENDLY
FB	FRATERNAL ORDER OF POLICE M/C
FH	FEEDING HOPE
FM	RETIRED FIREFIGHTER
FN	ACTIVE DUTY AIR FORCE
FP	FRATERNAL ORDER OF POLICE
FR	RETIRED AIR FORCE VETERAN
FV	COALITION OF DOMESTIC VIOLENCE
GA	BAYOU STATE GOLF
GB	IRAQ CAMPAIGN M/C
GC	GOLD STAR FAMILY M/C

SPECIAL PLATES

CODE	TYPE OF SPECIAL PLATE
GF	GOLD STAR FAMILY
GL	GRAND LODGE
GM	GROTTO M/C
GO	PROFESSIONAL GEOSCIENTIST
GR	GROTTO
GS	GIRL SCOUT
GT	GLOBAL WAR ON TERRORISM
GW	IRAQ CAMPAIGN
HB	HONEY BEE
HC	HARDSHIP PLATE M/C
HD	HANDICAP DEALER
HP	PURPLE HEART
HR	HARDSHIP PLATE
HS	PEARL HARBOR SURVIVOR
HV	MILITARY HONOR M/C
IC	I'M CAJUN
IH	INSTITUTIONAL HANDICAP
KA	KOREAN ARMY
KC	KNIGHTS OF COLUMBUS
KF	KOREAN AIR FORCE
KG	KOREAN COAST GUARD
KM	KOREAN MARINE
KN	KOREAN NAVY
KP	MERCHANT MARINE ACADEMY KINGS POINT
KW	KOREAN DEFENSE SERVICE MEDAL
LC	LIONS CLUB
LM	LARGEMOUTH BASS
LN	LA NOTARY ASSOCIATION
LO	COMMISSIONED LAW OFFICER
LS	LA SEAFOOD
LU	LUNG CANCER
LW	LAOS VETERAN
M	MANUFACTURER

CODE	TYPE OF SPECIAL PLATE
MA	MARINE VETERAN
ME	MARINE VETERAN M/C
MG	COAST GUARD M/C
MH	MILITARY HONOR
MI	DEALER M/C
ML	MARINE CORP LEAGUE
MM	MERCHANT MARINE
MN	NAVY VETERAN M/C
MP	PROFESSIONAL FIREFIGHTER M/C
MR	RETIRED MARINE M/C
MS	PRIVATE SHRINER M/C
MV	AIR FORCE VETERAN M/C
MW	MOST WORSHIPFUL PRINCE HALL GRAND LODG
MY	ARMY VETERAN M/C
NA	NAVY VETERAN
NC	ACTIVE DUTY COAST GUARD
NF	NURSES FOUNDATION
NG	NATIONAL GUARD
NM	ACTIVE DUTY MARINE
NN	ACTIVE DUTY NAVY
NP	LA NOTARY
NR	RETIRED NAVY M/C
NX	KREWE OF NYX
OF	PROTECT OUR FOREST
OG	LOUISIANA THE ENERGY STATE
OL	SPECIAL OLYMPICS
OP	300TH ANNIVERSARY NEW ORLEANS
OT	SUPPORT OUR TROOPS
OV	SUPPORT OUR VETERANS
OZ	WWOZ
PC	KNIGHTS OF PETER CLAVER
PD	FAMILY OF POLICE OFFICER KILLED
PF	PROFESSIONAL FIREFIGHTER

SPECIAL PLATES

CODE	TYPE OF SPECIAL PLATE
PM	BLUE STAR MOTHERS
PS	PRIVATE SHRINER
RA	RETIRED ARMY
RC	RETIRED COAST GUARD M/C
RE	RETIRED AIR FORCE M/C
RF	RESERVE FORCES
RG	RETIRED COAST GUARD
RI	ROTARY DISTRICT
RL	RETIRED LAW OFFICER
RM	RETIRED MARINE
RN	RETIRED NAVY
RO	RETIRED LAW OFFICER M/C
RP	RETIRED FIREFIGHTER M/C
RR	RETIRED RESERVE FORCES
RS	US ARMY RANGER
RT	US ARMY RANGER M/C
RY	RETIRED ARMY M/C
SB	SHARE THE ROAD
SC	STREET CRUISER
SH	SHRINER
SJ	ST JUDE
SL	SABINE PASS LIGHTHOUSE
SM	SHRINER M/C
SO	SENIORS OUR HERITAGE
SR	STREET ROD
ST	SAINTS
SV	SOCIETY OF ST. VINCENT DE PAUL
TB	TOWN OF BALL
TF	NATIONAL RIFLE ASSOCIATION
TG	IN GOD WE TRUST
TL	TCHEFUNCTE RIVER LIGHTHOUSE
UAK	ALPHA KAPPA ALPHA
UAP	ALPHA PHI ALPHA

CODE	TYPE OF SPECIAL PLATE
UAR	ARCHBISHOP HIGH SCHOOL
UAS	ST AUGUSTINE HIGH
UBH	C E BYRD HIGH
UBM	BROTHER MARTIN HIGH
UBR	BATON ROUGE COMMUNITY COLLEGE
UBS	BETA SIGMA PHI
UBT	NEW ORLEANS BAPTIST THEOLOGY
UCB	BOSSIER PARISH COMMUNITY
UCC	CENTENARY COLLEGE
UCH	CARENCRO HIGH
UCM	CADDO MAGNET HIGH
UCS	CAPTAIN SHREVE HIGH
UDC	DELGADO COLLEGE
UDH	DERIDDER HIGH SCHOOL
UDS	DELTA SIGMA THETA
UDU	DILLARD UNIVERSITY
UGS	GRAMBLING UNIVERSITY
UHC	OUR LADY OF HOLY CROSS
UHS	HOLY CROSS HIGH SCHOOL
UJC	JOHN CURTIS HIGH SCHOOL
UJS	JESUIT HIGH
UKP	KAPPA ALPHA PSI
ULA	LSU @ ALEXANDRIA
ULC	LOUISIANA COLLEGE
ULE	LSU @ EUNICE
ULL	OUR LADY OF THE LAKE COLLEGE
ULS	LSU @ BATON ROUGE
ULT	LOUISIANA TECH
ULU	LOYOLA UNIVERSITY
UMA	LA SCHOOL MATH SCIENCE ARTS
UMK	MCKINLEY HIGH SCHOOL
UMS	MCNEESE STATE
UND	NOTRE DAME

SPECIAL PLATES

CODE	TYPE OF SPECIAL PLATE	CODE	TYPE OF SPECIAL PLATE
UNE	UNIVERSITY OF LA @MONROE	WD	WHITE TAIL DEER
UNO	UNIVERSITY OF NEW ORLEANS	WE	WASTE WATER OPERATOR
UNS	NICHOLLS STATE	WF	DELTA WATERFOWL FOUNDATION
UNT	NORTHSHORE TECHNICAL COLLEGE	WM	MOTORCYCLE AWARENESS
UNW	NORTHWESTERN UNIVERSITY	WT	WILD TURKEY
UOP	OMEGA PSI PHI	WW	WORLD WAR II
UPB	PHI BETA SIGMA	XA	DESERT STORM ARMY M/C
UPR	RIVER PARISH COMMUNITY COLLEGE	XF	DESERT STORM AIR FORCE M/C
USE	SOUTHEASTERN UNIVERSITY	XG	DESERT STORM COAST GUARD M/C
USH	LSU @ SHREVEPORT	XK	RETIRED RESERVE FORCES M/C
USL	SOUTHERN LAW CENTER	XM	DESERT STORM MARINE M/C
USN	SOUTHERN @ NEW ORLEANS	XN	DESERT STORM NAVY M/C
USS	SOUTHERN @ SHREVEPORT	XP	EX PRISONER OF WAR
USU	SOUTHERN @ BATON ROUGE	XR	RESERVE FORCES M/C
USV	CATHOLIC HIGH SCHOOL	YA	KOREAN ARMY M/C
USW	UNIVERSITY OF LA @ LAFAYETTE	YD	4H
UTU	TULANE UNIVERSITY	YF	KOREAN AIR FORCE M/C
UUU	UNIVERSITY HIGH	YG	KOREAN COAST GUARD M/C
UWM	WEST MONROE HIGH SCHOOL	YM	KOREAN MARINE M/C
UXU	XAVIER UNIVERSITY	YN	KOREAN NAVY M/C
UZP	ZETA PHI BETA SORORITY	YW	KOREAN DEFENSE MEDAL M/C
VA	VIETNAM AIR FORCE	ZA	VIETNAM ARMY M/C
VC	VIETNAM COAST GUARD	ZF	VIETNAM AIR FORCE M/C
VF	VOLUNTEER FIREMAN	ZG	VIETNAM COAST GUARD M/C
VH	DISABLED VETERAN M/C	ZM	VIETNAM MARINE M/C
VM	VIETNAM MARINE	ZN	VIETNAM NAVY M/C
VN	VIETNAM NAVY	ZP	PURPLE HEART M/C
VP	100% DISABLED VETERAN M/C	ZV	SUPPORT OUR VETERANS M/C
WA	WASHINGTON ARTILLERY	ZU	ZULU
WB	MOTORCYCLE AWARENESS M/C		

YOUTH SERVICES

Staff / Contract Provider Confirmation of Receipt for:

YS Policy No. A.2.48 "DRIVER SAFETY PROGRAM"

This is to acknowledge that I have received and understand the information in YS Policy A.2.48 "Driver Safety Program", which is to increase the safety of YS employees and contract providers, 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 La. R.S. 39:1543 (1)(f) by establishing and maintaining an effective Driver Safety Program.

I understand that I am responsible for familiarizing myself with its contents.

I further acknowledge that if I have any questions or need assistance I will seek guidance from my supervisor.

_____ _____

Employee/Contract Provider Signature Date

_____ _____

Employee/Contract Provider Name (printed and legible) Date

C: DPS HR Personnel File

July 1, 2012

STATE OF LOUISIANA

REQUEST FOR PERSONAL ASSIGNMENT AND/OR HOME STORAGE OF STATE-OWNED VEHICLE

DA 5210
(DAMV-2)
Rev. 2/16

☐ NEW ☐ UPDATE ☐ DELETE

Originating Date

State Employee's Name (Last, First, Middle)	Job Classification	Driver's License No.

Office/Section	VEHICLE REQUEST	Make/Model	Model Year

Serial No.	License No.	Property Tag No.

A. PERSONAL ASSIGNMENT of the above vehicle to the employee named is requested for the following reason(s). (Check appropriate blocks.)

☐ 01. State employee is in a position which requires, in performance of assigned duties, that the employee drive in excess of the break-even mileage as established by the Commissioner of Administration. (Note: This mileage must accrue consistently throughout the year, not sporadically month to month.)

☐ 02. State employee is in a position of law enforcement and has the power to arrest and uses this power in the regular performance of his/her duties.

☐ 03. State employee is in a position which requires, in performance of assigned duties, regular and unscheduled use of a special use vehicle or a vehicle with special equipment installed, (Identify equipment on a separate page.)

☐ 04. Employee is a statewide elected official, Governor's Executive Counsel, the Commissioner of Administration, Secretary of an executive department, President or Chancellor of a state university or college or their equivalent in the Judicial or Legislative branch of government, or vehicle is purchased and assigned to the office of a statewide elected official.

☐ 05. Other. Please detail: _____

B. HOME STORAGE of the above vehicle by the employee named is requested for the following reason(s). (Check appropriate blocks.)

☐ 01. Employee is a law enforcement officer with the power to arrest who uses this power in the regular performance of daily job duties and whose home storage of a fleet vehicle is deemed by the agency head to be in the best interest of public safety and law enforcement. (Required)

☐ 02. Employee is provided with transportation to and from the workplace as a condition of employment approved at the time of employment by the Commissioner of Administration. (Permitted)

☐ 03. Employee's job duties require the use of a special use vehicle or vehicle with special equipment installed outside of normal working hours and home storage of such vehicle can be documented as either cost effective to the State or necessary to protect the safety and/or health of the public. (Detail and provide documentation on a separate page.) (Required)

☐ 04. Employee is a statewide elected official, Governor's Executive Counsel, the Commissioner of Administration, Secretary of an executive department, President or Chancellor of a state university or college, or their equivalent in the Judicial or Legislative Branch of government (Permitted)

☐ 05. Other. Please detail: _____

Address of Employee Residence	Address of Official Domicile	Address of Nearest Dept. Facility Where Vehicle May Be Parked	ONE WAY MILEAGE BETWEEN RESIDENCE AND NEAREST DEPT. FACILITY ➡

BY signing this agreement, the Agency Head, Transportation Coordinator and State employee attest to the accuracy of the information, which is subject to audit or investigation at any time. If the information is found to be incorrect, appropriate action shall be taken by the Commissioner of Administration and/or other entities.

The State employee also hereby acknowledges that the use of a State-owned, State-rented, or State-leased vehicle is not permitted for personal purposes without the special approval of the Commissioner of Administration, and that unauthorized use shall subject the employee to possible disciplinary action, up to and including termination. The State employee affirmatively acknowledges and understands that operating a State-owned, State-rented, or State-leased vehicle while intoxicated as set forth in R. S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and my employer's instructions. In the event such operation results in my being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, I acknowledge and understand that such would constitute evidence of: (1) my violating the terms and conditions of my use of said vehicle, (2) my violating the direction of my employer, and (3) my acting beyond the course and scope of my employment with the State of Louisiana.

The State employee understands that he or she is liable for all requirements which are or may be imposed by the Internal Revenue Service on the use of state-owned vehicles for personal assignment and/or home storage. The State employee, by signing this form, agrees that it is his or her obligation to disclose such use to the Internal Revenue Service, and additionally that the employee will maintain the necessary records to satisfy any such requirements relative to reporting the use of said vehicle to the Internal Revenue Service.

If any of the information supplied above changes during this period, the employee shall immediately notify the Agency Transportation Coordinator by updating a copy of this form, including the effective date of the change. The Coordinator will transmit the completed copy to the Commissioner of Administration.

The State employee certifies that a completed and signed Louisiana State Employee Driver Safety Program Authorization/Driving History Form is on file with his or her agency.

_____
State Employee Signature

Request Approval Period:

_____
Agency Transportation Coordinator Signature

_____, _____

through June 30, _____

_____
Agency Head Signature

	APPROVED	*DISAPPROVED*
A. Personal Assignment	☐	☐
B. Home Storage/Commuting	☐	☐

_____ _____
Commissioner of Administration or Designee Date

Vehicle Reservation Sheet

	CHEVROLET IMPALAS			DODGE DURANGOS			
	WLJ174	**SGF610**	**WLJ180**	**206214**	**207012**	**207011**	**207076**
Feb 2016	#6718 2006 BLACK	#6434 2008 SILVER	#6295 2007 BLACK	#6291 2007 LT BLUE	#6435 2008 WHITE	#6436 2008 BLUE	#6443 2008 DK BLUE
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Feb 2016	BLACK 2006 CHEVROLET IMPALA - Tag# WLJ174			
	Timeframe	Signature	Phone #	Destination
1st	/			
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	/			
	/			
2nd	/			
	/			
	/			
	/			
3rd	/			
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7th	/			
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Use the current letterhead

NOTICE TO UNAUTHORIZED DRIVER
DUE TO "HIGH RISK STATUS"

All OJJ employees may be required to drive a state vehicle at any time and must therefore be authorized drivers. All OJJ employees must have a valid driver's license in order to be considered an authorized driver to drive a vehicle owned, leased or rented by the State or to drive a personal vehicle on state business. YS Policy A.2.48 Driver Safety Program sets out the requirements that must be met in order to be an authorized driver of a state vehicle.

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 his/her license (i.e. suspension, revocation or expiration of driver's license) shall be reported to his/her supervisor and safety officer immediately.

Your name has been placed on the **unauthorized drivers** list based on your status as a "High Risk" driver. You will not be permitted or authorized to drive a vehicle owned, leased or rented by the State or drive a personal vehicle on state business for 12 months from the time the agency becomes aware of your high risk status.

A "High Risk" driver is an employee who has:

1) Three or more convictions, guilty plea or nolo contendere plea (i.e. not contesting charge) for moving violations within the previous 12 month period; or

2) 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.

An employee who has pled or been convicted as outlined in Numbers 1 and 2 above may also be subject to disciplinary action or removed from employment based on the employee's job requirements.

I have received this notice on the ___ day of _____, _____. I understand that I will remain on the unauthorized drivers list for a period of 12 months and receive retraining in Defensive Driving at the end of the 12 months.

_____ _____

Employee's Signature Date

_____

Safety Officer/Witness

GF-4(TA)

REV 01/2013

STATE OF LOUISIANA

TRAVEL AUTHORIZATION

DEPARTMENT/DIVISION			DATE OF REQUEST	DATE EFFECTIVE	T.A. NUMBER
SECTION	COST CENTER	OFFICIAL STATION/DOMICILE	**TYPE OF AUTHORIZATION**		
I HEREBY CERTIFY THAT THE PRESCRIBED DUTIES OF THE POSITIONS AND THE INCUMBENTS_ THEREOF, AS SPECIFIED BELOW, NECESSITATE TRAVEL EXPENDITURES OF THE NATURE AND AMOUNT HEREIN SPECIFIED, FOR WHICH AUTHORIZATION IS HEREBY REQUESTED UNDER THE PROVISIONS OF LAW AND REGULATION.			☐ IN-STATE TRAVEL ☐OUT-OF-STATE ☐CONF./ CONVENT. ☐SPONSORED	☐ WORKSHOP ☐ MEETING	

SECTION HEAD

AUTHORIZED BY OR FOR DEPARTMENT HEAD
(MUST BE COMPLETED ON ALL AIR TRAVEL AUTHORIZATIONS UNDER PPM 49)

APPROVED BY OR FOR DIVISION HEAD

AUTHORIZATION OF AGENCY OPERATING SPECIAL PURPOSE AIRCRAFT
(TO BE USED WHEN SPECIAL PURPOSE AIRCRAFT USED FOR GENERAL TRAVEL, PPM 49)

AUTHORIZED BY OR FOR DIRECTOR

NAME OF EMPLOYEE	TITLE OF POSITION	HOME ADDRESS	

PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (MUST BE COMPELETED)

TRAVEL ALLOWANCES	**TRAVEL ADVANCE REQUESTED Γ YES - AMOUNT $**		**(COMPLETE REVERSE)**	**Γ NO**	
TOTAL FOR MONTH OR TRIP			$		I certify that this voucher has been examined, that the proposed expenditure is authorized by appropriation and allotment and does not exceed the unencumbered balance of the allotment to which it is properly chargeable, that the prices or rates are fair and reasonable, and the total estimated cost has been entered as a charge against the allotment(s) and appropriation(s) indicated on this travel authorization.
TOTAL FOR QUARTERLY ENDING			$		
TOTAL FOR FISCAL YEAR			$		
FUND	APPR'N	AGENCY CODE	EXP. CODE		
PUNCHED	VERIFIED	EXAMINED BY	DATE		COMPTROLLER/FISCAL OFFICER

Reimbursement for all travel expenses will be made in accordance with Travel Regulations prescribed by the Governor, through the Division of Administration. See Policy and Procedure Memorandum No. 49, Travel Regulations, and Policy and Procedure Memorandum No. 67, Travel in State-owned Aircraft.

PURPOSE OF TRIP OR NECESSITY FOR TRAVEL (Continued from front)

DETAIL ESTIMATION OF TRAVEL EXPENSES (Must Be Completed)

AIR FARE (COACH CLASS)		$	
PERSONAL CAR	_____ @ $.**54** PER MILE	$	
RENTAL CAR		$	
LIMOUSINE, TAXI, ETC.		$	$
SUBSISTENCE	LODGING ____ NIGHTS @ $ ____/NIGHT	$	
	MEALS ___ DAYS ___@ $____/DAY	$	$
TOLLS AND PARKING			$
TIPS			$
OTHER EXPENSES	REGISTRATION FEES	$	
	MEMBERSHIP FEES	$	
	OTHER (Explain)	$	$
TOTAL ESTIMATED REQUIRED EXPENDITURES (carry to front of form)			$

SPECIAL APPROVALS REQUIRED

- ☐ WEEKEND TRAVEL
- ☐ VEHICLE RENTAL
- ☐ 50% ALLOWANCE
- ☐ USE OF PERSONAL VEHICLE
- ☐ OTHER (Please Explain):

SIGNATURE OF DEPARTMENT HEAD

DATE