



# Centenary College

## Department of Public Safety

### Approved Driver Procedure

#### Article I. Purpose

To exercise diligence in the selection of drivers for the College-owned, -leased or personal vehicles for students and employees who are required to drive on College business.

#### Article II. Procedure

- (a) In order for a student or employee of the College to drive a leased or College-owned vehicle on College business, that student or employee must be at least 21 years of age. Exceptions must be approved in writing by the Risk Manager.
- (b) Before driving a College-owned or leased vehicle, the student or employee must be on the Approved Driver's List, which is maintained in the Department of Public Safety.
- (c) To become an approved driver, students or employees:
  - (i) must have had a driver record check performed by Human Resources within the past 3 fiscal years.
    - 1) Applicants will need to fill out a Release of Personal Information Form, found at <https://www.centenary.edu/files/resources/releaseofpersonalinformationaugust2015.pdf>, and turn it in to the Human Resources Office.
    - 2) Each department or organization is responsible for the cost of the Driver Record Check.
    - 3) Determination of approval will be made by the Human Resources Director and/or the Director of Public Safety.
  - (ii) must fill out and submit the Approved Driver request form at <https://www.centenary.edu/directories/offices-services-directory/public-safety/risk-management/approved-driver-form/>.
    - 1) This form will provide the Department of Public Safety with the information necessary to register the applicant.

- (iii) The applicant will receive a username and password to log onto the website and complete the “Defensive Driver” and the “Passenger Van” courses.
  - 1) Each course is followed by a short test which must be passed with a 90% or greater score.
- (d) Students or employees who drive their own vehicles as participants (athletes, coaches, professors, student-presenters) in College-sponsored, -required or -endorsed academic or athletic functions which are held off-campus, such as intramural or NCAA/TAAC sports events, workshops or conferences, must be informed that their insurance is primary. The College's insurance will be in force for excess coverage if the employee or student has received approval from the Department of Public Safety to drive to such a function in lieu of using transportation provided by the College.
  - (i) If a student or employee chooses to drive without authorization when transportation is provided by the College, excess coverage is not afforded to that individual.
  - (ii) Students and employees who drive personal vehicles to sports' events as observers ("fans") are not insured under the College's automobile liability policy.
- (e) The Approved Driver's List for students and employees will be updated on an as-needed basis. Departments are responsible for keeping the College apprised of any changes to their selection of approved drivers.
- (f) Those employees or students who drive College-owned or leased vehicles without being on the Approved Driver's List will assume all costs and penalties associated with any accident or citation received during their operation of said vehicle.
- (g) Any approved driver who is cited for any vehicle operations' violation (speeding, parking violations, reckless operation of a motor vehicle, seat-belt violations, driving under the influence, etc.) while driving a College-owned or leased vehicle will be responsible for all costs associated with such incidents and will be immediately removed from the Approved Driver's List.
- (h) When an approved driver is involved in an accident, the driver's supervisor / instructor / coach must be notified immediately.
  - (i) An accident form must be filled out and sent to the Department of Public Safety.
    - 1) It is the driver's responsibility to obtain an accident report, and a copy of that report must be sent along with the accident form to the Department of Public Safety within 24 hours of the accident. On weekends or after hours, notify the Centenary Police Department (869-5000), which will then notify the appropriate person.

- (i) The Department of Public Safety will file claims for auto-related accidents with the insurance company.
- (j) Deductible amounts in auto-related accidents will be charged to the driver's Department's travel account.
- (k) Approved drivers who receives any driving infractions after their Driver Record Check is performed are required to inform Human Resources and their approval may be re-assed.
  - (i) Failure to inform Human Resources of a driving infraction may result in immediate removal from the Approved Driver List.
- (l) Employees and students who are already on the Approved Driver's List are subject to this new procedure. Any employee or student currently on the list whose Motor Vehicle Report disqualifies him or her from driving for the College will be removed from the list immediately.