

Driver Certification Program

This program describes the qualifications and safety training required to operate a University vehicle. The Director of Security and Safety will function as the central coordinator for all authorized University drivers. In order to operate a University owned vehicle, transport others on behalf of La Salle University in any vehicle, and/or lease a vehicle while representing the University, an individual must be certified as an authorized driver by the Director of Security and Safety and sign the Driver Obligations Certification form. Faculty and professional administrators renting a vehicle for business travel are exempt from this policy requirement. The requirements of an authorized driver are listed below.

Driver Qualifications:

Drivers must provide the Director of Security and Safety with driver license information including date of birth, driver's license number, and name as it is stated on the license.

In order to be an authorized driver, s/he must meet the following criteria:

- Maintain a safe driving record with no more than three (3) moving violations, none of which can include reckless driving or driving under the influence of alcohol and/or drugs citations.
- Attend a one-hour University sponsored driver-training course.
- Maintain a commercial driver's license if driving a vehicle designed to transport sixteen (16) or more passengers or a gross vehicle weight in excess of 26,000 pounds.
- Agree in writing to comply with the University's "Driver Obligations" Policy.

The Director of Security and Safety will administer the driver-training course and maintain the list of authorized drivers for the University.

Short-Term Auto Rental Policy

Major automobile company contracts typically offer three separate insurance coverages that, if purchased, cost \$10 to \$15 dollars per day. When leasing a vehicle for University related business, the vehicle must be in the name of La Salle University and you should waive all three of the insurance coverages offered. Do not lease vehicles with a retail value greater than \$25,000.

Driver Obligations Certification

As a La Salle University authorized driver of University vehicles or vehicles used for transport on University related business you agree and certify to the following:

1. Use University vehicles for authorized business only.
2. Use seat belts or other available occupant restraints and require all occupants to do likewise in accordance with state laws. The number of passengers in the vehicle must not exceed the number of seat belts.
3. Operate the University vehicle in accordance with University regulations, know and observe all applicable traffic laws, ordinances, and regulations, and use safe driving practices at all times.
4. Assume responsibility for all fines and/or traffic violations.
5. Do not drive under the influence of drugs or alcohol.
6. Turn off the vehicle, remove the keys, and lock the vehicle when it is left unattended.
7. Drive the vehicle at speeds appropriate for road conditions and not exceeding posted legal limits.
8. Be subject to appropriate University action for any violations of this University policy.
9. Do not permit an unauthorized person to operate a University vehicle. In the case of an emergency, you agree to contact the Security and Safety Department to record the exception.
10. Do not drive a University vehicle "off road" unless it is made and authorized for that use and such use is required as a part of the business purpose of the trip.
11. Before leaving the parking area or garage, inspect the vehicle for safety concerns, checking tires, wipers, lights, and other safety equipment for observable defects. Report any defects immediately to the Director of Physical Facilities to determine if the vehicle is safe to operate.
12. Immediately report all accidents or violations to the Director of Security and Safety and your reporting head.
13. Maintain a safe driving record with no more than three (3) moving violations, none of which can include reckless driving or driving under the influence of alcohol or citations.

I understand that any violations of this policy will result in appropriate action. I have read the foregoing "La Salle University Driver Certification Program" and the Driver Obligations, and I agree to abide by the terms of both.

Employee Signature

Date

Employee Name (Please Print)