

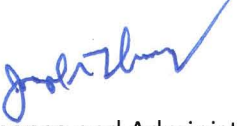


LOUISIANA TECH UNIVERSITY

OFFICE OF VICE PRESIDENT
FOR FINANCE AND ADMINISTRATION

MEMORANDUM

TO: All Faculty and Staff

FROM: Joseph R. Thomas 
Vice President for Finance and Administration

DATE: September 16, 2008

SUBJECT: State of Louisiana Driver Safety Program

The State of Louisiana Comprehensive Loss Prevention Program requires that each State Agency participate in the State of Louisiana Driver Safety Program. The stated purpose of the Driver Safety Program is to address safety, control the use of vehicles, reduce the State's exposure, reduce loss expenses, achieve accountability, and satisfy the requirements of State Law.

The University's automobile liability insurance is by law procured through the Office of Risk Management. Annually, the university must certify that all drivers have completed the driver safety course before being allowed to utilize a University vehicle and before a traveler can be reimbursed for mileage driven in a personal vehicle. **To complete this course, please go to drivesafe.latech.edu and follow the instructions given.** This course must be repeated every three years unless the driver has received a ticket or had an accident.

Employees are covered by the State's automobile liability insurance in the event of an accident in a University vehicle and are covered in excess of personal insurance limits if an accident occurs in their private vehicle while on University business. All persons traveling on University business are additionally bound by regulations set forth in Louisiana Travel Policies and Procedures.

Please complete the attached Authorization and Driving History form and return it to the Office of Health and Environmental Safety (Campus Box #22) as soon as possible. The University must perform a review of driver history on each employee authorized to drive. If for privacy or any other reason, an individual wishes to relinquish their driving privileges, they may request in writing that their name be removed from the authorized driving list. Anyone found in violation of the above policy, anyone not having completed the driver safety course online or anyone removing their name from the authorized list will not be permitted to drive a university vehicle or personal vehicle on university business.

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

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