

WHO NEEDS TO TAKE THE DRIVER SAFETY COURSE?

Revised August 2008

1. Any University employee, including part time employees, who need to drive **ANY** motor vehicle as part of the course and scope of their University work, must take the driver safety training course. Drivers may choose between the CD-ROM version of the training, or a face-to-face class scheduled at least once monthly.
2. Graduate students and undergraduate student workers who must drive **ANY** motor vehicle (state-owned or personal) for any University business, including field trips, must take the driver safety course
3. Students who are **NOT EMPLOYED** by the University and must drive to remote locations as part of the course duties (such as required by field trips, student teaching, etc.) do so at their own risk and are **NOT** required to take the driver safety training course. This is no different than students driving their personal vehicles to Cajun Field to catch a bus and attend classes – this is a personal matter for them.
4. Any exceptions to these guidelines should be made in writing to the EH&S Director (see information below).
5. Refresher training for applicable drivers is required every 3 years. It is the EH&S Director's responsibility to remind University drivers in writing of the need to refresh their training. Refresher training may also be required in the event a moving violation or an accident occurs with a University driver.
6. Yearly, the EH&S Director must also check the driving record of every University driver for compliance with the Louisiana Office of Risk Management regulations. For more information on this, [click here](#)

For more information about the University Driver Safety Program, please see the EH&S Policy, section 18 at:

<http://safety/Policy/EHS%20Policy.shtml>

or contact:

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