
LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management
AREA: Campus Support Services

Vehicle Fleet Driver Selection	MAPP 04.03.07
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I. POLICY

- A. Lamar University (LU) determines the eligibility of University employees to drive or operate vehicles in the University's vehicle fleet. Only University-sanctioned drivers are allowed to operate fleet vehicles. Unscreened LU employees or those who do not meet the University's driver selection criteria may not operate a University fleet vehicle.
- B. To drive or operate a University fleet vehicle, an employee (a) must have a valid Driver's License or the ability to obtain one within 90 days of hire; the Driver's License must also be of the appropriate class to operate the vehicle; and (b) must have a satisfactory driving record, as stated in this and other University policies.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters IV and VII; the Texas State Vehicle Fleet Management Plan administered by the State of Texas' Office of Vehicle Fleet Management (OVFM); the Texas Government Code, Chapters 2158, 2171, and 2175; the Texas Transportation Code, Chapter 521; and all other applicable federal, state, and TSUS laws, statutes, rules, and regulations.
- B. To establish eligibility to drive or operate a University fleet vehicle, LU follows Section 521.459 of the Texas Transportation Code, which states:
 - (1) Before employing a person as a driver of a motor vehicle used to transport persons or property, an employer shall request from the Department [of Public Safety]:
 - a. a list of convictions for traffic violations contained in the department records on the potential employee; and
 - b. a verification that the person has a license.
 - (2) A person may not employ a person as an operator of a motor vehicle used to transport persons or property who does not hold the appropriate Driver's License to operate the vehicle as provided by this chapter [Chapter 521, Texas Transportation Code].

III. EMPLOYEES WHOSE POSITIONS REQUIRE OPERATING FLEET VEHICLES

- A. The University regularly reviews the driving records of LU employees who must operate University fleet vehicles as part of their duties. These checks are to ensure that employees continue to meet the University's driver selection criteria.
- B. When LU posts a position that requires operation of a fleet vehicle, the University states that a current Driver's License is required for the position. Additional driver selection criteria may also be included in the job posting.
- C. If the application process determines that an applicant does not meet LU's driver selection criteria, an applicant is not offered a position that requires operating a fleet vehicle.

IV. EMPLOYEES WHO OCCASIONALLY OPERATE FLEET VEHICLES

- A. An LU employee may hold a position that does not require operation of a fleet vehicle but that may, on occasion, make it necessary or convenient for this employee to drive a fleet vehicle. In these cases, an employee must meet the same University driver selection criteria as employees whose positions require operating fleet vehicles. An employee's supervisor should contact LU's Office of EHS & Risk Management for assistance before an employee operates a fleet vehicle.

V. STUDENT EMPLOYEES AND FLEET VEHICLES

- A. A student employee must meet the same University driver selection criteria as other University employees. A student employee's supervisor should contact the Office of EHS & Risk Management for assistance before allowing a student employee to operate a fleet vehicle.

VI. REVIEW OF VEHICLE FLEET DRIVERS

- A. The Office of EHS & Risk Management maintains a current list of all LU employees authorized to operate a University fleet vehicle. To be added to the list, employees or their supervisors submit a Request to Drive form to EHS & Risk Management, which determines eligibility according to the guidelines of the TSUS Driver Authorization Policy. Employees are added to the list after EHS & Risk Management determines they are eligible and after completing online training.
- B. The Office of EHS & Risk Management annually reviews the driving records of employees who are authorized to drive fleet vehicles to confirm that employees are still eligible. The Office determines eligibility according to the TSUS Driver Authorization Policy. EHS & Risk Management notifies the supervisor of any employee who no longer meets LU's driver selection criteria.
- C. If an employee's job position requires driving and that employee no longer meets the University's driver selection criteria, the employee may be subject to performance review or disciplinary action in keeping with the University's performance or disciplinary policies and procedures.
- D. Employees who drive fleet vehicles are required to notify their supervisors immediately of any suspension of driving privileges by the State of Texas or other state or a court of the State of Texas or other state and to immediately cease driving a fleet vehicle, including on campus. Failure to

take these steps may result in disciplinary action in keeping with the University’s disciplinary policies and procedures.

VII. REVIEW AND RESPONSIBILITY

Responsible Party: Chief Operations Officer

Review Schedule: Every three years on or before September 1

VIII. APPROVAL

Dr. Robert H. Wagner	09/15/2022
Chief Operations Officer	Date

Dr. Jaime R. Taylor	09/16/2022
President	Date

REVISION LOG

Revision Number	Date	Description of Changes
1	08/09/2022	Version created.
	09/16/2022	Version approved by President.