



POLICY: VII: 03 – Driver Alert Program  
PROCEDURE REVIEW: Annually

DATED: December 2020  
UPDATED: February 2024

APPROVED: Executive Director of Facilities and Construction:

I. PURPOSE

In order to promote campus and highway safety and in support of University policy 4303 – Use of State Vehicles, Facilities Management (FM) is partnering with Human Resources (HR), Risk Management (RM) and the Virginia Department of Motor Vehicles (DMV) by enrolling in DMV’s Driver Alert Program. This program ensures employees hold a valid driver’s license while operating university vehicles during the duration of their employment.

II. APPLICABILITY

This policy is applicable to FM classified and wage employees whose job duties may require them to drive a university vehicle during the course of employment.

III. RESPONSIBILITIES

- A. Executive Director of Facilities and Construction – Responsible for overall implementation of this procedure.
- B. Directors, Managers, and Supervisors – Responsible for ensuring employees are informed of this policy and their position description, with respect to any driving requirements or preferences, is up-to-date. Also responsible for proper reporting and verification of valid employee licensure.
- C. FM Hiring Team – Responsible for ensuring potential employees have a valid driver’s license that allows them to fulfill the driving needs of the position prior to employment. FM hiring staff will provide Risk Management with the signed Driver Record Monitoring Program Authorization and Release form for newly hired employees who will be driving as part of their position description.
- D. Risk Management – Responsible for the maintenance and monitoring of DMV Driver’s Alert Program including entering release form data and alerting FM management of notifications as necessary.
- E. Employees – Responsible to ensure their driver’s license is active and to notify their supervisor of any driver’s license issues that may affect their ability to legally drive a university vehicle. Responsible for complying with policies and procedures, and providing verification on demand.

#### IV. PROCEDURES

- A. Supervisors must determine whether driving a university vehicle is required, preferred or not necessary in executing the essential functions of a position and indicate it as such in the License and Certification Section of the Work Profile for classified employees. Supervisors should also keep documentation on wage employees who drive university vehicles. Accuracy of this information will ensure Risk Management, HR and FM staff are aware of employees and/or positions in which driving is included in the job function.
- B. FM hiring staff will indicate in job postings if driving and/or a valid driver's license is required or preferred, based on the Work Profile (for classified positions) or the hiring manager (for wage positions). FM hiring staff must obtain a signed Driver Record Monitoring Program Authorization and Release form from each employee that may operate a university vehicle, as indicated in the job posting. FM hiring staff will forward the release forms to Risk Management for inclusion in the Driver Alert Program.
- C. Risk Management staff will enter data from the release forms into DMV's Driver Alert Program. Risk Management staff will receive alerts from the Driver Alert Program when an employee's driver's license is suspended, revoked, cancelled or expired. Risk Management staff will notify the employee's supervisor of these alerts. Employees who no longer operate university vehicles (through separation, transfer or change in duties) will be removed from DMV's Driver Alert Program.
- D. Employees who operate university vehicles have a responsibility to ensure their driver's license is active. It is the employee's responsibility to notify their supervisor of any driver's license issues that may affect their ability to legally drive a university vehicle.
- E. Supervisors are responsible for notifying their manager and director both verbally and by e-mail when an employee has lost the ability to legally drive a university vehicle. In the event an employee is not able to perform their job functions safely and to a level acceptable by management due to the loss of their driver's license, supervisors must relieve these employees of their driving duties, document the circumstances, and notify HR.
- F. Vendors and contractors will provide proof of current licensure prior to use of any university owned vehicles. Contracting authorities who initiate or solicit the services of vendors and contractors should ensure proof of vendor/contractor compliance is received before entering into any contractual arrangement including the issuing and authorization of an official purchase order.
- G. FM supervisors are responsible to indicate the correct driver's licensure requirements/preferences in the License and Certification section of each Position Description. The options are:
  - Preferred – A valid driver's license is 'preferred' (not required) that an employee drive a university vehicle as part of their job responsibilities.
  - Required – A valid driver's license is required if an employee must drive a university vehicle as part of their job responsibilities.

## VI. SANCTIONS

Sanctions will be commensurate with the severity and/or frequency of the offense and may include disciplinary action up to and including termination of employment.

Any employee who drives a university vehicle with a suspended or revoked driver's license will be immediately removed from driving duties and the employee may be subject to disciplinary action up to and including termination. Additionally, the employee may be required to satisfactorily complete a driving program as a condition for returning to work. Payment for the program is the responsibility of the employee. Consideration will also be given to any mitigating circumstances and/or driving is required or preferred as a function of the position.

If a suspended employee returns to duty, they must provide proof of valid licensure prior to being reassigned to driving duties.

## VII. EXCLUSIONS

This policy does not apply to FM employees who do not operate a university vehicle in the performance of their jobs. See Policy 4303 - Use of State Vehicles for parameters and procedures for university owned vehicles and vehicles leased or rented by the university to be used by employees and student groups in conducting the business of the university.



## RISK MANAGEMENT DRIVING RECORD MONITORING PROGRAM

### Authorization and Release

I, \_\_\_\_\_ (Print Full Legal Name), give James Madison University permission and authority to obtain my driving records and to enroll me in the Driving Monitoring Program for the duration of my employment at JMU.

The Virginia Department of Motor Vehicles (DMV) provides a service to employer's that permits them to receive notification of changes to an employee's driving record. One of the options this program offers employers is the ability to be notified when an employee has had their driving privileges suspended, revoked, cancelled, or their license has expired.

The release of information from the DMV is governed by VA Code 46.2-208 through 214. This statute stipulates that all DMV records are privileged and are not available to the general public. DMV may only release driver, vehicle and personal information from records under the conditions specified in the statutes above.

\_\_\_\_\_  
Last, First, MI (print as it appears on your driver's license)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Driver's License Number and State

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Employee is  REQUIRED or  PREFERRED to have a valid driver's license.

Anthony-Seeger Hall Room 19, MSC 7018 or hill2kn@jmu.edu  
(540) 568-4535