



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

DATED: December 2020

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 will ensure employees are qualified drivers while operating university vehicles during the performance of their jobs.

II. APPLICABILITY

This policy is applicable to FM classified and wage employees whose job 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. Human Resources – 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. HR staff will provide Risk Management with the release forms for newly hired employees who will be driving as part of their position description.
- D. Risk Management – Responsible for ensuring existing employees are properly licensed, or obtaining Driving Record Monitoring Program Authorization and Release forms from FM supervisors after they have had current employees who drive university vehicles complete the form.
- E. Employees – Responsible to ensure their driver’s license is active and to notify their supervisor of any driver’s license issues that will 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 Position Descriptions for classified employees. Supervisors should also keep documentation on wage employees who drive university vehicles. Accuracy of this information will

ensure that Risk management, HR and FM staff is aware of employees and/or positions in which driving is included in the job function.

- B. 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 will affect their ability to legally drive a university vehicle.
- C. Risk Management staff will enter data from the release forms into DMV's Driver Alert Program. Risk Management will receive alerts from the Driver Alert Program when an employee's driver's license is suspended, revoked, cancelled or expired. Risk Management 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. 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 staff.
- E. HR staff will indicate in job postings whether driving and/or a valid driver's license is required or preferred, based on the position description (for classified positions) or specification from the hiring manager (for wage positions). Prior to employment, HR 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. HR staff will forward the release forms to Risk Management for inclusion in the Driver Alert Program.
 - 1. 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.
 - 2. 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.
 - 3. If returned to duty, the employee must provide proof of valid licensure prior to being reassigned to driving duties.
- F. Risk Management staff is responsible for the consistent application of this policy. Risk Management staff shall ensure employees are informed of this policy and any subsequent changes. Questions related to the application of this policy should be directed to the Risk Management Safety and Training Coordinator or an FM supervisor or manager. In addition, FM directors are responsible for their department's prompt, effective adherence to this policy.

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’ if it is preferable (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.

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.