

## **Q. Vehicle Operation**

### 1. Inspection

- a. Operators shall be responsible for visually checking the vehicle for safety prior to placing

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Authorization Form (DA2054-LSU) to the Property Management Office on each driver in their department who is expected to drive on a routine basis. Forms do not have to be supplied for students or employees who may only be asked to drive in emergency or non-recurring circumstances. In these cases, vjg"uwr gtxkuqt" o wuv"cuuwtg"vj cv"vjg"ftkxgt"rquuugu" c"xcnkf"ftkxgtøu" license for the type vehicle to be driven prior to authorizing the driving assignment.

Property Management will then submit a listing of the drivers to the Office of Motor Vehicles to obtain driver history records for evaluation.

On hiring new employees, the hiring supervisqt" o wuv"fgvgtuX "vjg"6g è " ' r q fgg O k ~ k6 â

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