

LSU University Safety Manual
Section VIII, Part L Safe Driver Program

Note: Other situations may exist where an individual should not drive for safety reasons. Under such circumstances, driving privileges may be withheld by the supervisor until the problems are resolved.

Defensive Driving Training

Defensive driving training must be provided to employees who will drive state vehicles on a regular, routine basis. Training is available on-line to employees. (www.ehs.lsu.edu). Department heads are responsible for obtaining this training for new drivers, and for assuring that the training is repeated every three years. Safe Driving training may be scheduled as part of follow-up action when a driver has a preventable accident, any moving violation conviction or when driving performance or history reveals a need for additional training.

Records of this training must be kept by the departments. Training assistance can be obtained from the LSU Office of Environmental Health and Safety (EHS).

Accident Reporting and Investigations

Vehicle accidents must be reported and investigated in a timely manner using form DA2041. Copies of this form may be obtained from the LSU Office of Risk Management.

Automobile claims arise when Louisiana State University (LSU) is legally liable for bodily injury or property damage caused by the use of University owned, rented or leased automobiles.

All claims for liability or physical damage to state-owned, leased or rental vehicles are to be reported to the LSU Risk Management. If a loss involves property damage estimated at \$5,000 or more, or involves bodily injury, the loss is to be reported immediately by telephone to LSU Risk Management at (225) 578-3283. A State of Louisiana Driver Safety Program Accident Form

of an auto accident even if there is no damage to the vehicle or employee! The deductible for auto collision and comprehensive claims is \$1,000. All departments are responsible for the \$1,000 deductible per accident, for collision and comprehensive coverage.

Automobile Claims Information for LSU-Owned or Rental Vehicles

A State of Louisiana Driver Safety Program Accident Form (DA 2041) must be submitted within 48 hours of an auto accident. The deductible for auto collision and comprehensive claims is \$1,000. All departments are responsible for the \$1,000 deductible per accident. Include a copy of all information listed below:

Rental Agreement
Travel Authorization

Police Report or Agency and Police Report Number
Pictures if available