
Driver Authorization

Scope

Louisiana State University and Agricultural and Mechanical College (LSU)

Purpose

This FASOP establishes who must be a University Authorized Driver and the process for becoming one. Confirming that individuals who drive on University business are properly licensed, trained, and subject to motor vehicle record review promotes safe driving and helps protect LSU employees, students, program participants, visitors, and the public. This FASOP supports compliance with PM-13, University Travel Regulations, and PM-21, Use of University Automobiles and Trucks.

Who Must Be an Authorized Driver

A driver must complete the Driver Authorization process before operating a University-owned or leased vehicle on University business.

Driver Authorization is also required before operating a privately-owned or rented vehicle on official University business when any of the following applies:

- Driving is part of the driver's written job description;
- Driving is assigned by a department as a routine duty (for example, routinely carrying equipment to a field site or picking up supplies for the department); or
- The driver is transporting LSU students or program participants.

Driver Authorization is not required for incidental travel in a privately-owned or rented vehicle, such as travel to or from a meeting, non-routine errand, conference, training, airport, or hotel, unless LSU students or program participants are being transported.

Covered Drivers

The Driver Authorization requirements apply to both employees and approved non-employees.

Employees include faculty, staff, student workers, graduate assistants, teaching assistants, and other student employees. Student employees may operate a covered vehicle only when the department has assigned and approved the driving activity.

Non-employees include volunteers, affiliate organization employees, and others approved to drive on University business. A non-employee must be a University Authorized Driver only when driving meets a condition under "Who Must Be an Authorized Driver," the same as any other driver. In addition, consistent with PM-13, non-employed students, guests, and contractors may not drive University-owned, leased, or rented vehicles unless the Department Head approves the exception in writing and retains that approval in departmental records.

Driver Authorization Process

The Driver Authorization process is administered by the LSU Office of Risk Management and is initiated by the prospective driver.

Before submitting the Driver Authorization Request Form, the driver should have the following information available:

- Driver's license number and issuing state.
- LSU identification number, if applicable. Page 2 of 4
- Supervisor or department vehicle contact name and email.
- Date the driver completed the LSU A&M Driver Training.

The process consists of the following steps:

1. The department determines that the driver must be authorized under "Who Must Be an Authorized Driver."
2. The driver completes the LSU A&M Driver Training. The Driver Training is valid for three years for full-time employees and one year for part-time (student) employees and must be renewed before it expires. Drivers will be notified 60 and 30 days prior to the expiration of their training.
3. The driver submits the Driver Authorization Request Form to the Office of Risk Management. The Driver Authorization Request Form is a one-time submission and is not required to be resubmitted annually.

The Driver Authorization Request Form includes the driver's attestation that the driver holds a valid United States driver's license, has provided the information necessary for the Office of Risk Management to obtain and monitor the driver's motor vehicle record, and understands that Driver Authorization may be suspended or revoked as described under "Suspension, Revocation, or Removal of Authorization."

Upon completion of the LSU A&M Driver Training and submission of the Driver Authorization Request Form with the required attestation and MVR authorization information, the driver is authorized to operate vehicles consistent with the request. Authorization remains active until it ends or is removed as described under "Suspension, Revocation, or Removal of Authorization."

Motor Vehicle Record Collection and Monitoring

The Office of Risk Management obtains and monitors motor vehicle records based on the driver's license state and employment status.

- New Hires. Motor vehicle records are obtained through the University's third-party MVR provider, currently HireRight, as part of the onboarding process.
- Louisiana-Licensed Drivers. Motor vehicle records are pulled directly from the Louisiana Office of Motor Vehicles at no cost to the department and enrolled in continuous monitoring.
- Out-of-State Licensed Drivers. Motor vehicle records are obtained through the University's third-party MVR provider and enrolled in continuous monitoring. State and vendor fees apply.

Once enrolled, drivers are continuously monitored for new violations, license status changes, and other reportable events. The Office of Risk Management reviews alerts as they are received and notifies the department when a change affects driver eligibility.

MVR Cost and Process for Out-of-State Drivers

There is no cost to the department for motor vehicle records on Louisiana-licensed drivers. The cost provisions in this section apply only to out-of-state licensed drivers and new hires whose motor vehicle records are obtained through the University's third-party MVR provider.

The cost varies by state and includes the applicable state fee plus the vendor processing fee. State and vendor fees are subject to change. The Office of Risk Management should be contacted regarding any discrepancies on a department invoice.

When the third-party MVR provider invoices the University, the driving worktag provided by the department is charged through the applicable University payment process.

Driver Training for 12- and 15-Passenger Vans

Drivers who operate 12- or 15-passenger vans must complete additional training because these vehicles present increased rollover and handling risks, particularly when fully loaded.

A driver must complete the standard Driver Authorization process and be in good standing as a University Authorized Driver before operating a 12- or 15-passenger van on University business. When the driver indicates on the Driver Authorization Request Form that they will operate a 12- or 15-passenger van, the driver will be enrolled in the required van training.

Before transporting passengers, the driver must complete LSU 15-Passenger Van Safety Training and receive department-provided vehicle familiarization. Familiarization must include review of the specific vehicle being operated and drive time in the vehicle before operating it with passengers.

The department is responsible for documenting that vehicle familiarization occurred and retaining that documentation in departmental records.

The 15-Passenger Van Safety Training is valid for three years and must be renewed to maintain authorization to operate these vehicles.

Transport of Students and Program Participants

University vehicles or rental vehicles should be used to transport LSU students or program participants whenever reasonably available. Use of privately-owned vehicles for this purpose is discouraged.

A driver who transports LSU students or program participants must be a University Authorized Driver before transport occurs, regardless of vehicle type (see "Who Must Be an Authorized Driver").

Changes to Driver Information

A driver must notify their supervisor or department vehicle contact of any change that could affect the driver's authorization status.

Reportable changes include license suspension, license revocation, expiration of the driver's license, major moving violations, at-fault accidents, driving restrictions, or any other change that may affect the driver's motor vehicle record, continuous monitoring, or eligibility to drive on University business.

Departments are expected to promptly notify the Office of Risk Management of any known changes or offenses that may affect a driver's record or authorization status.

Suspension, Revocation, or Removal of Authorization

The Office of Risk Management may suspend or revoke Driver Authorization at any time based on motor vehicle record review, continuous monitoring results, failure to complete required training, false or incomplete information submitted during the authorization process, unsafe vehicle operation, or other information indicating that the driver may not be eligible to operate vehicles on University business.

Knowingly providing false or incomplete information may also result in disciplinary action consistent with University policy.

A driver who requests removal from continuous monitoring will no longer be authorized to operate vehicles covered by this FASOP unless the driver later completes any required steps to reestablish authorization.

Driver Authorization also ends when the driver separates from the University or no longer has an approved driving role, unless continued authorization is approved by the Office of Risk Management.

When authorization is suspended, revoked, or otherwise removed, the driver and department will be notified. The department must ensure the driver does not operate vehicles covered by this FASOP unless authorization is reinstated by the Office of Risk Management.

Definitions

University Authorized Driver (Authorized Driver). A driver who has completed the Driver Authorization process and whose authorization has not been suspended, revoked, or otherwise removed by the Office of Risk Management.

Written Job Description. The official position description or other written statement of a driver's duties that requires driving to perform the assigned work.

Routine Duty. A driving task that a department assigns on a recurring or regular basis, such as carrying equipment to a field site or picking up supplies for the department.

Incidental Travel. Travel in a privately-owned or rented vehicle where driving is only a means of reaching a work location and is not itself part of the driver's written job description or an assigned routine duty.

Motor Vehicle Record. The official driving record issued by a state licensing authority that lists the driver's license status, class, restrictions, expiration, and history of violations and accidents.

Exemptions

Exemptions or modifications to the requirements of this FASOP must be approved in advance by the Office of Risk Management.

Requests for exemption should be submitted in writing and include a description of the activity, the proposed driver, the vehicle to be operated, and the justification for the exemption.

Resources

- [Permanent Memorandum 13, University Travel Regulations](#)
- [Permanent Memorandum 21, Use of University Automobiles and Trucks](#)
- [LSU A&M Driver Training](#)
- [LSU 15-Passenger Van Safety Training](#)
- [Driver Authorization Request Form](#)
- [National Highway Traffic Safety Administration guidance on 15-passenger van safety](#)

Contact

Questions regarding this FASOP should be directed to the Office of Risk Management at riskmanagement@lsu.edu, or by phone at (225) 578-3283.