

**TEXAS STATE TECHNICAL COLLEGE
STATEWIDE OPERATING STANDARD**

No. GA 1.6.6	Page 1 of 6	Effective Date: 10/26/2017
DIVISION:	General Administration	
SUBJECT:	Driver Safety	
AUTHORITY:	SORM Program Risk Management Review Recommendation # 11-06-03 Driving Policy/Traffic Safety Program	
PROPOSED BY:	<i>Original Signed by Tom Hooker</i>	
TITLE:	Executive Director, Governance, Risk, and Compliance	Date: 10/26/2017
RECOMMENDED BY:	<i>Original Signed by Ray Rushing</i>	
TITLE:	Vice Chancellor & Chief General Counsel	Date: 10/26/2017
APPROVED BY:	<i>Original Signed by Michael Reeser</i>	
TITLE:	Chancellor	Date: 10/26/2017

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EXECUTIVE ORDER

Texas State Technical College (TSTC) supports and encourages good driving habits among all of our employees for the safety and security of the employee, passengers, the general public and the assets of the State. All employees are expected to be familiar and comply with all relevant federal, state and local laws that pertain to operating a motor vehicle.

TSTC employees are expected to use good driving behavior while operating a TSTC vehicle both on and off campus. Unsafe driving habits (i.e. road rage) or parking TSTC vehicles in

locations that would reflect poorly upon TSTC's image or reputation (i.e. bar or adult-only businesses) are not permitted.

Violation of this Executive Order, including improper use of a motor vehicle or failing to maintain a satisfactory driving record as determined by TSTC, may subject the employee to disciplinary action, which may include termination.

DEFINITIONS

Authorized business: means activities directly connected with TSTC business, which may also include the use of the vehicle for reasonable personal activities while an employee is in a travel status. This does not include commuting to/from an employee's residence to work.

At-fault Accident: means an employee is found (by responding law enforcement agency) to be at-fault or responsible for causing a motor vehicle accident while in the conduct of authorized business.

Bodily Injury: means physical pain, illness, or any impairment of physical condition.

Driver Authorization List: official roster comprised of TSTC employees who are authorized to operate a motor vehicle (TSTC-owned, rented, or personal-owned) in the conduct of authorized business.

Motor vehicle: means any motor vehicle (to include but not limited to automobiles, trucks, golf carts, utility vehicles, tractors, and riding lawnmowers) driven or operated by a TSTC employee while conducting authorized business. This does not include motorcycles, which are prohibited for authorized business, or forklifts, which require separate certification.

Satisfactory Driving Record: means employee is licensed with a state Department of Public Safety (DPS) and respective driving record is free of any warrants for arrest or any open or unresolved traffic citations or violations.

Serious Bodily Injury: means bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Traffic Citation: means an employee receives a traffic citation for a moving violation including, but not limited to, speeding, failure to control speed, failure to obey traffic light or signs, driving without a valid license, or driving without adequate auto insurance. It does not include parking tickets.

PERTINENT INFORMATION

The State Office of Risk Management (SORM) conducted a comprehensive review of the TSTC risk management program in July of 2011 and subsequently in August of 2014, and, upon conclusion of each visit, recommended that the College adopt a comprehensive traffic/auto

safety policy that includes, but is not limited to: driving record checks of all employees who drive as a part of their job or who drive TSTC vehicles, consequences of a bad driving record, reporting traffic accidents or incidents, use of personal vehicles for TSTC business, and defensive driving training.

OPERATING REQUIREMENTS

Employees of TSTC shall exercise prudent care in operating a motor vehicle while performing authorized business. In addition to complying with all relevant federal, state and local laws relating to vehicle operation, employees shall also comply with the following:

1. TSTC-owned or rented motor vehicles are to be used for authorized business only.
2. TSTC-owned or rented motor vehicles are to be operated by TSTC employees only. **TSTC students and non-employees are prohibited from operating TSTC-owned or rented motor vehicles; however,** TSTC students and non-employees may be authorized as passengers in TSTC-owned or rented motor vehicles for authorized business.
3. Cell phone use while driving is only authorized by use of hands-free device; however, texting while driving is not allowed under any circumstance.
4. No smoking in TSTC-owned or rented motor vehicles.
5. Aggressive and unsafe driving habits, such as excessive speed, tailgating or acts of road rage, are strictly prohibited.
6. Failure to adhere to this SOS may subject the employee to disciplinary action, which may include termination.

TSTC PERSONNEL RESPONSIBILITIES

I. TSTC RISK MANAGER

Is responsible and accountable to:

- coordinate the accident reporting and investigation procedure on all automobile accidents that involve employees in the conduct of authorized business.
- coordinate with Human Resources (HR) for administrative and corrective action for employees involved in an at-fault accident in the conduct of authorized business.
- ensure the **TSTC Driver Safety Training** module is maintained in an up-to-date manner and easily available online for employee training.

II. HUMAN RESOURCES (HR)

Is responsible for and accountable to:

- conduct annual Department of Motor Vehicle (DMV) background checks on all TSTC employees.
- maintain the TSTC Driver Authorization List (DAL) to include: 1. receive and process notifications from department directors, supervisors, or employees in regard to updating the TSTC DAL, and 2. notify department directors and supervisors of any change to an employee's TSTC driver authorization status.
- schedule a drug test within 24 hours of notification for any employee deemed as 'at fault' in a motor vehicle accident if there's reasonable suspicion of a DUI or DWI; and subsequently coordinate receipt of the results.

III. SUPERVISORS

Are responsible for and accountable to:

- ensure that they and employees under their immediate supervision adhere to this policy.
- ensure that only those employees on the TSTC Driver Authorization List drive/operate a motor vehicle on authorized business.
- **notify HR as soon as practical (but not later than 24 hours)** if an employee under their immediate supervision is involved in an auto accident.
- ensure that the campus fleet manager is notified of an accident involving a TSTC-owned vehicle as soon as practical (but not later than 24 hours) .

IV. EMPLOYEES

Are responsible for and accountable to:

- **notify their supervisor as soon as practical but not later than 24 hours** after an automotive accident while conducting authorized business for TSTC.
- **notify their supervisor and campus HR rep**, within one business day, if/when there is a change in their driving status (i.e., suspended driver's license).
- complete appropriate corrective training within prescribed time if found 'at fault' for an automobile accident resulting in bodily injury or property damage and submit completion certificate to TSTC Risk Manager. Failure to comply may

result in the suspension of the employee's TSTC driving privileges.

- submit to a post-accident drug test if directed by TSTC HR.

DRIVER AUTHORIZATION LIST

TSTC employees who operate motor vehicles in the performance of authorized business must be on the TSTC Driver Authorization List. Placement on the list is contingent upon:

1. Employee possessing a valid driver's license.
2. Employee maintaining a satisfactory driving record with the respective DMV for which the employee's driver's license is issued.

Removal from the TSTC Driver Authorization List may occur upon:

1. Employee's driver's license being suspended or revoked by employee's issuing DMV.
2. Employee being identified as 'at fault' for a motor vehicle accident that results in serious bodily injury or death of a passenger(s).
3. Employee failing to complete a requisite corrective action within the allotted time.
4. Employee refusing to submit to a post-accident drug test as directed by TSTC HR.
5. Employee having an 'at-fault' motor vehicle accident that results in serious bodily injury or death of a passenger(s) may not be re-instated.
6. Employee having a subsequent 'at fault' motor vehicle accident within 2 years of the previous 'at fault' accident could be considered for a sustained suspension or other adverse personnel actions, to include termination of employment.

Reinstatement to the TSTC Driver Authorization List

1. TSTC HR department is able to confirm with the issuing DMV that the employee's license was reinstated.
2. An employee may be reinstated to the TSTC DAL upon completion of requisite corrective actions within the allotted time if identified as 'at fault' for a motor vehicle accident that results in bodily injury or property damage.

TRAINING

1. To be eligible for the DAL, TSTC employees must complete the **TSTC Driver Safety Training** every two years to remain current on specific TSTC rules and policy for operating a motor vehicle in the conduct of TSTC business.
2. TSTC employees who are suspended from the DAL due to being 'at fault' for a motor vehicle accident resulting in property damage only must successfully complete a TXDOT certified Defensive Driving Course and provide the certificate of completion to the TSTC Risk Manager in order to be considered for reinstatement to the DAL.

PERFORMANCE STANDARDS

1. TSTC implements a Driver Safety program/policy to support and encourage good driving habits for the safety and security of TSTC employees, passengers, the general public and the assets of the State.
2. TSTC employees complete the **TSTC Driver Safety Training** module on Moodle upon initial entry/hiring and every two years after to remain current on specific TSTC rules and policy for operating a motor vehicle in the conduct of TSTC business.
3. The Driver Safety program/policy is reviewed and updated annually by the TSTC Risk Manager and Safety Committee.