

Drivers of University Vehicles

Excerpted from TWU Safety Manual

STANDARDS FOR AUTHORIZED UNIVERSITY DRIVERS

Authorized driver: An applicant or employee who demonstrates all of the following:

- A. Valid Texas driver's license, and
- B. No at-fault accidents within the past three years, and
- C. No more than two moving violations within the past three years

Unacceptable driver: An applicant or employee who demonstrates the following:

- A. No valid driver's license, or
- B. Two or more at-fault accidents within the past three years, or
- C. Three moving violations within the past three years, or
- D. Any conviction for driving while intoxicated, within the last ten years, or
- E. Any conviction for driving while under the influence of drugs, or
- F. Any conviction for vehicular homicide.
- G. Employment is contingent upon receipt of an acceptable driving record.
- H. To verify driving record, the Motor Vehicle Records (MVR) will be checked.

Job descriptions for position requiring driving University vehicles, for any reason, should include the following:

- A. Specific driving activities to be performed
- B. Driving experience and skills needed
- C. Licenses and certification required

Employees whose primary responsibilities require driving university vehicles are responsible for furnishing the following documentation as part of the hiring process:

- A. State, type number, and expiration date of each unexpired motor vehicle operator's license or permit that has been issued to the applicant;
- B. Nature and extent of the applicant's experience in the operation of motor vehicles, including the type of equipment operated;
- C. Any specialized driving experience that may be pertinent to the job;
- D. Defensive driving certification (DOC) or evidence of other driver training, if any is available;
- E. Statement by the applicant indicating circumstances of any denial, revocation, or suspension of any license, permit, or privilege to operate a motor vehicle, if applicable.
- F. An applicant may not be hired or an employee authorized to drive a University vehicle if that individual's driver's license has been revoked for any reason within the last three years.

A copy of any motor vehicle record (MVR) that results in a probationary driver or unacceptable driver status will be maintained in the employee's personnel file.

At least once annually, Motor Vehicle Records of all authorized University drivers will be reviewed and, depending upon the outcome, the driver re-authorized or denied driving privileges.

Any authorized driver convicted for Driving While Intoxicated (DWI) or Driving under the Influence (DUI) while operating a vehicle is subject to immediate loss of driving privileges, and, if alternate duties cannot be assigned, will be subject to termination.