

# Training and Certification of University Vehicle Operators

**Original Implementation:** May 4, 1983

**Last Revision:** April 25, 2017

Driver certification is required for any university employee who must drive a university vehicle within the scope of his/her employment. For the purposes of this policy the term, “university vehicle,” means any vehicle owned or leased by the university.

To operate a university vehicle an employee must be designated by their employing department, college, or division as a driver and be certified as an approved driver by the SFA Department of Public Safety (DPS).

To obtain certification a driver must submit an application, available from the SFA DPS, and provide evidence of the following:

- An appropriate, valid Texas driver’s license, or a valid out of state license if the employee is an active duty member of the military or reserves;
- Satisfactory completion of a course of defensive driving; and,
- A satisfactory driving record from the Driver Records Division of the Texas Department of Public Safety, or out of state driver records bureau if the employee is an active duty member of the military or reserves.

When determining an employee’s eligibility for certification, the applicant’s driving record will be reviewed and the following points will be assessed for convictions of traffic related violations:

- Four (4) points for any hazardous traffic violation which contributes to a traffic accident.
- Ten (10) points for any of the following:
  - Driving while intoxicated
  - Aggravated assault with motor vehicle
  - Driving under the influence of drugs
  - Murder without malice with motor vehicle
  - Homicide by vehicle
  - Failure to stop and render aid

An applicant with a total of 10 points or more on his or her driving record within the past seven (7) years will not be eligible for certification.

When evaluating an applicant’s record, the Executive Director of Public Safety/Chief of University Police, or designee, may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction. Upon approval of the certification application the Executive Director of Public Safety/Chief of University Police, or designee, will issue an Approved Driver Certificate to the employee. This certificate will authorize the employee to operate any university vehicle of one-ton carrying capacity or less.

An Approved Driver Certificate will be valid for three years from the date of issuance and can be renewed upon presentation of a satisfactory driving record issued by the Driver Records Division of the Texas Department of Public Safety during the month the renewal is requested. A renewal request may be denied due to excessive driving points as defined above.

To be certified to operate a passenger van the employee must receive additional training specific to driving vans (see policy 16.23).

To be certified to operate a university motor vehicle in excess of one-ton capacity, the employee must demonstrate proficiency in the operation of the type of vehicle in question and hold a Texas Driver's License with the appropriate endorsement. Approval of this level of certification will be indicated by an endorsement to the Approved Driver Certificate.

An employee holding an Approved Driver Certificate who is involved in a hazardous traffic violation, as defined by the SFA DPS, may be required to repeat any phase of the certification process. Habitual or repeated violation of university policy or the Texas Motor Vehicle Law may result in the suspension or cancellation of an Approved Driver Certificate. The Executive Director of Public Safety/Chief of University Police, or designee, may refuse to issue or renew an Approved Driver Certificate to an employee without notice or hearing.

The manager of transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any university vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an Approved Driver Certificate to operate a university motor vehicle under his control.

#### Temporary Certifications

The Executive Director of Public Safety/Chief of University Police, or designee, may issue a Temporary Approved Driver Certificate for a period of 180 days for faculty and staff or 90 days for students upon presentation of a satisfactory driving record and proficiency. Temporary certifications may not be renewed. The temporary condition of the certificate may be removed by the Executive Director of Public Safety/Chief of University Police, or designee, upon the employee's successful completion of the steps necessary for regular certification.

Any new employee of the University that holds a valid out-of-state driver's license may be issued a Temporary Approved Driver Certificate for a period of no longer than 30 days.

**Cross Reference:** Rental of University Vehicles (16.23)

**Responsible for Implementation:** President

**Contact for Revision:** President, Chief of University Police and Director of Environmental Health, Safety, and Risk Management

**Forms:** Approved Driver Certificate Form (DPS)

**Board Committee Assignment:** Building and Grounds