

Training and Certification of University Vehicle Operators

Original Implementation: May 4, 1983

Last Revision: April 18, 2020

Driver certification is required for all university employees who are required to 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 University Police Department (UPD).

In order to obtain certification a driver must submit an application (application can be located at <http://www.sfasu.edu/upd/defensive-driving.asp>), and provide evidence of the following:

- 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,

When determining an employee’s eligibility for certification, the applicant’s driving record will be obtained and reviewed by UPD.

If an applicant has been convicted of a DWI or DUI in the past seven years, the applicant will not be allowed to operate a university vehicle.

When evaluating an applicant’s record, the Executive Director/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/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 receiving a satisfactory driving record from the Texas Department of Public Safety records division. This document will be obtained by UPD during the month the renewal is requested.

Van certification requires the below listed steps: To be certified to operate a passenger van the employee must receive additional training specific to driving vans (see policy 16.23).

1. Employees 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 an approved driver certificate.

An employee holding an approved driver certificate who is involved in a hazardous traffic violation, as defined by the SFA UPD, 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/Chief of University Police, or designee, may refuse to issue or renew an approved driver certificate based on driving record of 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/Chief of University Police, or designee, may issue a temporary approved driver certificate for a period of 180 days for faculty, staff, and students upon receiving 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/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 (UPD)

Board Committee Assignment: Building and Grounds