

Vehicle Operator Waiver Request Process

Purpose: This procedure outlines the process for requesting a waiver for employees or individuals who do not meet the requirements of [UTS 157](#) and [HOP 05-519 Training and Certification of University Vehicle Operators](#) but need to drive university-owned vehicles or rented vehicles for official university business or under other special circumstances.

Guidelines: To ensure the safety and liability of the university, SFA employees are required to possess a valid driver's license with a minimum of 36 months of documented driving history, along with the other requirements of UTS 157. However, under certain circumstances, a waiver may be requested to allow SFA employees who do not meet the requirements of UTS 157 to drive university-owned vehicles. In accordance with [UTS 157 Section 4.3\(b\)](#), the Sr. Vice President for Organizational Effectiveness (Chief Business Officer) has the authority to make exemptions on a case-by-case basis.

Procedure:

1. **Waiver Request:** The originating department must complete and submit the [Vehicle Operator Waiver Form](#) electronically via [Dynamics Forms](#). The form is available on the homepage of the Environmental Health, Safety & Risk Management website: <https://www.sfasu.edu/safety/>
2. **Required Information:** The waiver form must include:
 - o Employee's full name and contact information
 - o Driver's license number and issuing state, date, class, etc.
 - o Reason for the waiver request
 - o Supervisor's name and contact information
3. **Form Routing and Review:** Once the waiver is approved by the Senior Vice President for Organizational Effectiveness, the UTS-SFA Police Department will issue the driver certification within 5 business days. The employee must complete any required driver safety training and adhere to all applicable safety regulations before operating a university-owned vehicle. Additionally, the waiver is subject to revocation at any time based on changes in eligibility, risk assessments, or non-compliance with university policies.
4. **Notification:** Dynamic Forms will automatically email a link to all involved parties to access the completed form once a decision of approval or denial has been made. It is recommended that the originating department download and retain a copy of the signed form for their records.