



Grambling State University's Driver Safety Program

The Driver Safety Program is administered by the Office of Safety and Risk Management. This program is designed to provide a systematic method of screening, training, and accounting for employees and supervisors required or assigned to drive a state owned, leased, rental, or personal vehicle in performing assigned employment responsibilities that may require driving.

This program is in accordance with the provisions of R.S. 39:15437 and IC and R.S. 49:950-968 (commonly referred to as PPM 49) which is enforced by the Louisiana Office of State Purchasing and Travel.

The purpose of the Driver Safety Program is to address driver safety, to reduce state expenditures and exposures to liabilities, to reduce loss expenditures due to accidents, and achieve accountability.

In order to become an Authorized Driver;

- Complete the Defensive Driver's Course found at gram.edu under GSU.Net
- Provide the Office of Safety & Risk Management with a copy of your course certificate, copy of driver's license, and completed Driver Authorization form which can be found at gram.edu Safety & Risk Management link
- If you possess an Out of State driver's license, you must request a Certified copy of your driving record from the Department of Motor Vehicles in the state of issuance.
- The Defensive Driver's Course must be retaken every 3 years
- Those who possess Out of State license must provide the Office of Safety & Risk Management with a Certified copy of your driving record annually or until a Louisiana license is obtained.

As employees of Grambling State University, I wish to inform each of you that the Director of Safety and Risk Management has a requirement to check and review employee driving records annually. You may find a copy of the Grambling State University Driver Safety Program in the Grambling State University General Safety Manual (pp. 98-100) located under the Safety and Risk Management website.

Should you have any questions, please contact Ms. Quintina Harris at EXT. 3174.

Thanks.

Quintina Harris, Loss Prevention Coordinator

Office of Safety and Risk Management

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