

OP-C-7-G8 LICENSE REQUIREMENTS FOR OPERATING UNIVERSITY-OWNED VEHICLES

Objective

To outline the guidelines and responsibilities for ensuring that operators of University-owned vehicles have a valid driver's license.

PROCEDURES

1. For employees required to drive University-owned vehicles as a regular element of their job responsibility, the following shall apply:
 - a. Each employee will be required at the time of hire to provide proof of their valid driver's license and a copy shall be maintained in their department file. Employees hired prior to the effective date of this policy, will also be required to submit a copy of their valid driver's license which shall be maintained in the department's files.
 - b. Each department shall annually verify the validity of the driver's licenses of employees, via the Florida Department of Motor Vehicle (DMV) website <https://services.flhsmv.gov/DLCheck/> , and print documentation for the department file.
 - c. If at any time the employee does not possess a valid license, the employee may be terminated, in accordance with University policy, for inability to perform their job duties. The Employee & Labor Relations section of the Office of Human Resources must be contacted prior to any such action.
 - d. If the employee is notified by the State of Florida that their driver's license is not valid (including if the license is suspended) the employee must, within five (5) working days of such notification, inform their immediate supervisor. Failure to notify the supervisor is a violation of this policy and may result in disciplinary action.
2. Employees who, on occasion, use a University-owned vehicle for the purpose of business related travel must do so in accordance with the established departmental policy. Additionally, departments shall periodically verify the validity of these employees driver's licenses, via the Florida Department of Motor Vehicle (DMV) website <https://services.flhsmv.gov/DLCheck/> , and print documentation for the department file.
3. University vehicles are to be operated in accordance with applicable laws and regulations. Employees are personally responsible for any traffic violations and fines, and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. Employees also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle (Reference OP-C-9 Use of State Vehicles). Any accident, property damage, or injury involving University motor vehicles must be immediately

reported to the University's Insurance Coordinator within the Environmental Health and Safety Office at 644-4683.