

Southern Oregon University
Driver Certification Procedures

Certified drivers are responsible for knowing and following the Southern Oregon University *Vehicle Use and Operation Policy*. The Physical Plant Department is the designated authority for enforcing these procedures.

Driver Eligibility and Certification

Only institution-certified drivers are permitted to drive on official University business. Department chairs are responsible for ensuring their employees are certified. The Physical Plant Department director can disapprove or revoke driver certification. Cost of initial driver certification and subsequent recertification and training is paid by the employing department or activity. Employees are recertified every five years or as often as deemed necessary by the Physical Plant Department director or designee. Students are recertified every two years.

1. Oregon licensed drivers must submit the *Driver Clearance Request Form* 10 days in advance of the driver's first scheduled trip. The form is available through the Physical Plant Department web page (www.sou.edu/pplant/index.htm).
2. Drivers licensed out of state must obtain a court-certified print of their record for the past three years from their licensing state and give it to their department. The department must indicate on the record a contact person, department name, and phone or email address, and forward the record to the Physical Plant Department.
3. The Physical Plant Department reviews certification requests and notifies departments whether drivers are cleared.
4. **Van Certification.** Anyone driving passengers in vans must attend a group lecture and an individual driving session conducted by Physical Plant Department staff. After successful completion the requesting department will be notified. No prior certification of any kind, including a commercial driver's license, will be accepted in lieu of the University's van certification process.
5. **Busses.** Drivers for the Athletic Department mini-bus are required to acquire a commercial driver's license and must be certified by the Physical Plant Department prior to beginning the process of acquiring the commercial license. The athletic director is responsible for overseeing the commercial licensing process.

Travel Reimbursement

Upon submission of a Travel Expense Report Form that includes either personal vehicle mileage or rental vehicle reimbursement, the Business Services Travel Clerk will access the most recent Physical Plant Department list of DMV certified drivers and verify status. If the driver's name appears on the certified drivers list, the travel reimbursement request will be processed.

If the driver's name does not appear on the certified drivers list, the traveler will be given the address of the [Physical Plant Department web page containing the *Driver Clearance Request Form* to obtain DMV certification prior to getting reimbursed. The travel reimbursement request will be held until the Physical Plant Department completes driver certification. After verification

of driver certification, the travel reimbursement request will be processed.

If a traveler does not pass certification, the Business Services Travel Clerk may process a one-time reimbursement with notification to the traveler that future reimbursements for rental vehicles/personal mileage will not be processed until DMV certification is obtained.

The Physical Plant Department updates the certified drivers list monthly.

Revocation of Driver Certification

Based upon a reported pattern of inappropriate driving, the University may recommend a review of the record of any certified driver, such review to be conducted by the University risk manager and the associate director of the Physical Plant. Failure to successfully pass the review may result in cancellation of a driver's certification.

Driving Record Evaluation Scale

1. A total of 30 points in the past 3/5 years disqualifies a driver from operating state vehicles or carrying passengers privately on University business. Students with two or more moving violations in the past year are disqualified from operating state vehicles. Drivers' records are obtained from the Department of Motor Vehicles driving records and points are based on type of driving offense cited.
 - (a) Class A Offense: Such as using vehicle to commit a crime (30 points for each of the first five years after citation).
 - (b) Class B Offense: Such as driving under the influence, driving while suspended or revoked, attempting to elude a police officer, failure to perform the driver's duties, hit and run, negligent homicide, or manslaughter (35 points for the first year, 20 points for second year, and 10 points for third through fifth years after citation).
 - (c) Class C Offense: Such as careless driving, crossing double line, cut in, driving on sidewalk, driving while encumbered, driving on wrong side of highway, driving in public park, failure to drive right, failure to leave name/address at accident, failure to maintain reasonable control, failure to stop for school bus, failure to yield right of way, failure to yield to pedestrian, following too closely, illegal turn, improper lane change, improper left turn, improper passing, improper reverse turn, improper right turn, negligent driving, no headlights or driving without headlights, insufficient clearance, reckless driving, right turn from wrong lane, squirreling, violating the basic rule (15 points for first year, 10 points for second year, 5 points for third through fifth year).
 - (d) Class D Offense: Such as disregarding red light, disregarding stop sign, disregarding traffic sign, failure to stop at railroad crossing, failure to obey traffic control device, wrong way on one-way street (10 points for first year, 5 points for second year, 3 points for third through fifth year).