

# **Risk Management and Fleet Safety**

## **Driver's License Review**

### **Step by Step Guidelines**

When a department determines that an employee (or potential employee) will operate a vehicle for purposes of conducting University business then the employee's name and other required information must be entered into the Driver's License Review System (DLRS) in Self-Serve. Following are some recommended best practices for the individual/requestor entering the information into the system.

1. **Step One:** Ask the employee the following:

How long have you **held** your current driver's license?

- a. This **is NOT** the issue date of the license.
- b. This **is NOT** how long they have been driving.
- c. This **IS** how long they have had this particular driver's license.

If the employee has held it for **three (3) years or MORE**, proceed to **STEP THREE**.

If the employee has held it for **less than three (3) years**, proceed to **STEP TWO**

2. **STEP TWO:** Employee must provide you with the following information for any other licenses they have held during the three years prior:

- a. Driver's License Number
- b. State of Issue
- c. Date Driver's License was held

**Employees may contact the DOT office of the state in which they hold their current license, where they held the previous license(s) or their insurance carrier to get this information. The employee cannot drive until this information is received and verified.**

3. **STEP THREE:** Enter the employee information into the DLRS

- a. Once the verification has been processed by Risk Management, the requestor will receive an automated email from [fleet-safety-program@uiowa.edu](mailto:fleet-safety-program@uiowa.edu) as to whether the driver has been "Authorized" or "Not Authorized". **The Employee does NOT receive an automated email.**
- b. The requestor **MUST** notify the employee of the outcome and provide the driver with the fleet safety guidelines. **See template messages on page three** or direct them to: <http://www.uiowa.edu/riskmanagement/university-iowa-fleet-safety-program>
- c. **Not Authorized** means that the employee may **NOT** do any of the following:
  - i. Drive a University vehicle;
  - ii. Drive his/her own personal or rental vehicle on behalf of the University; or
  - iii. Drive at all for any University business.
- d. A notice of "**Not Authorized**" occurs if the driver's past three year driving record indicates any of the following:
  - i. Three or more "at fault" accidents, three or more moving violations or a combination of three or more accidents or violations;

- ii. Conviction of reckless driving, conviction of driving with a suspended, denied, revoked, or barred license, conviction of hit and run, or conviction of leaving the scene;
  - iii. License suspension, denial, revocation or bar; or
  - iv. Conviction of driving while under the influence of alcohol or drugs, conviction of vehicular homicide, or conviction of any driving offense punishable as a felony.
4. **STEP FOUR:** Department/Requestor's **Monthly** Maintenance of Driver's License Review System (DLRS)
- a. Add all new drivers.
  - b. Remove former employees or those no longer driving for business.
  - c. Request new reviews when driver records were last checked over 6 months ago.
  - d. **NOTE:** Failure to remove may cause the department to incur unnecessary costs.

For more information: <http://www.uiowa.edu/riskmanagement/university-iowa-fleet-safety-program>

University Employee and Labor Relations is available to consult with a department regarding the impact on a driver's employment and/or work assignments when the driver is not authorized by RM. ELR can be reached at 319-335-0052 or [elr-help@uiowa.edu](mailto:elr-help@uiowa.edu).

## Template Message to Driver of Information Submission:

Dear Driver:

Your driving history for the last three years has been submitted to Risk Management to determine if you are authorized to operate a vehicle for purposes of conducting University business. While we await the determination please familiarize yourself with the UI Fleet Safety Standards that you must meet and maintain in order to be authorized. The Fleet Safety Driving Standards are located at: <http://www.uiowa.edu/riskmanagement/university-iowa-fleet-safety-program>.

If you have any questions you may contact me at xx.

Sincerely,

[name]

cc: supervisor

## Template Message for “Authorized” Notification:

Dear Driver:

I have received the response below from Risk Management stating that you are authorized to be a University driver.

[Insert email message from [fleet-safety-program@uiowa.edu](mailto:fleet-safety-program@uiowa.edu)]

You must continue to meet and maintain the Fleet Safety Driving Standards (located at: <http://www.uiowa.edu/riskmanagement/university-iowa-fleet-safety-program>) to maintain this authorization. If you have any questions please contact me at xx.

Sincerely,

[name]

cc: supervisor

## Template Message for “Not Authorized” Notification:

Dear Driver:

I have received a response from Risk Management stating that you are **not authorized** to be a University driver. I will schedule a meeting for you, your supervisor and your HR Rep to discuss the impact of this decision. In the meantime, you must not operate any vehicle for purposes of conducting University business.

Sincerely,

[name]

cc: supervisor, HR Rep, ELR