**Driver Selection UPPS No. 05.05.02**

**Issue No. 9**

**Effective Date: 01/12/2023**

**Next Review Date: 10/01/2026 (E3Y)**

**Sr. Reviewer: Director, Facilities Management**

**POLICY STATEMENT**

*Texas State University is committed to safely operating its vehicles for the protection of all with whom it shares the road.*

1. **BACKGROUND INFORMATION**

01.01 This policy establishes procedures for determining eligibility of employees (regular, non-regular, faculty, and student) and sponsored drivers (students, volunteers, and visitors not employed by Texas State University) to drive state-owned or rented vehicles and the responsibilities associated with this screening process.

01.02 Unscreened Texas State employees or those who fail to meet the minimum criteria outlined in this policy may not drive a university vehicle based on [Section 521.459 of the Transportation Code](http://www.statutes.legis.state.tx.us/Docs/TN/htm/TN.521.htm):

a. "Before employing a person as a driver of a motor vehicle used to transport persons or property, an employer shall request from the Department of Public Safety:

1) a list of convictions for traffic violations contained in the department records on the potential employee; and

2) a verification that the person has a valid license."

b. A person may not employ a person as an operator of a motor vehicle used to transport persons or property who does not hold the appropriate driver's license to operate the vehicle as provided by this chapter.

**02. DEFINITIONS**

02.01 Driver Selection Committee – a committee composed of the director of Environmental, Health, Safety, Risk and Emergency Management (EHSREM) and the chief of the University Police Department to provide guidance for the driver selection program.

02.02 University Fleet Vehicle – all university-owned vehicles or trailers used by university faculty, staff, students, and sponsored drivers. This includes vehicles maintained with state-appropriated funds, regardless of origin of purchase funds or ownership.

**03. PROCEDURES FOR HIRING EMPLOYEES (REGULAR, NON-REGULAR, AND FACULTY) RESPONSIBLE FOR DRIVING UNIVERSITY FLEET VEHICLES**

03.01 The university will review the driving records of all prospective employees whose job duties will require driving university fleet vehicles. Applicants must have a valid Texas driver’s license or the ability to obtain one within 90 days of hire, and have nine or less penalty points under the system set forth in the [Drivers Selection Program Penalty Point System.](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf)

03.02 When the university seeks to fill a position that requires the operation of a university fleet vehicle, it will state so in its advertisements for that position as identified by the department head completing the Personnel Requisition in the personnel requisition system. The job analysis form (JAF) for that position will include the provision that driving a university fleet vehicle is a requirement of that position.

03.03 During the interview, the department head will ask the applicant about their driving record and explain university policy.

03.04 Department heads may not hire an individual whose driving record fails to meet the criteria stated in Section 03.01 and whose duties require driving a university fleet vehicle.

03.05 Department heads will direct the request to the director of Facilities Management who will request the driving records from the Texas Department of Public Safety (DPS).

03.06 Department heads may appeal, in writing, a decision to deny a job applicant driving privileges to the vice president for Finance and Support Services (VPFSS).

03.07 Once hired, employees must provide consent to vehicle GPS tracking, as well as provide driver’s credentials using the SAP Drivers Application.

03.08 Employees will receive written notice once officially approved to operate a university fleet vehicle.

**04. PROCEDURES FOR HIRING STUDENT EMPLOYEES RESPONSIBLE FOR DRIVING UNIVERSITY FLEET VEHICLES**

04.01 Department heads must request a motor vehicle record check for student employees before allowing them to operate a university fleet vehicle.

04.02 Department heads will direct the request to the director of Facilities Management who will request the driving records from the Texas DPS.

04.03 Student applicants holding a valid out-of-state driver’s license, who do not wish to obtain a Texas driver’s license, may provide a non-certified driver report from their home state as proof that they meet the criteria to operate a university fleet vehicle.

04.04 Applicants must have nine or less penalty points under the system set forth in the [Drivers Selection Program Penalty Point System](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf).

04.05 Once hired, student employees must provide consent to vehicle GPS tracking, as well as provide driver’s credentials using the SAP Drivers Application.

04.06 Student employees will receive written notice once officially approved to operate a university fleet vehicle.

**05.** **PROCEDURES FOR SPONSORING INDIVIDUALS TO DRIVE UNIVERSITY FLEET VEHICLES**

05.01 Department heads must submit a new driver request for sponsored drivers (students, volunteers, and visitors not employed by Texas State) before allowing them to operate a university fleet vehicle.

05.02 Department heads will direct the request, along with the sponsored driver’s consent to GPS vehicle tracking, to the director of Facilities Management using the SAP Drivers Application.

05.03 Student applicants holding an out-of-state driver’s license, who do not wish to obtain a Texas driver’s license, may provide a non-certified driver report from their home state as proof that they meet the criteria to operate a university fleet vehicle.

05.04 Director of Facilities Management will request the driving records from the Texas DPS.

05.05 Applicants must have nine or less penalty points under the system set forth in the [Drivers Selection Program Penalty Point System](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf).

05.06 Sponsored drivers will receive written notice once officially approved to operate a university fleet vehicle.

05.07 Sponsored drivers’ driving privileges will expire at a date determined by the sponsoring department head, but no later than one year from date of approval. Department heads will direct request for an extension to the director of Facilities Management.

**06.** **PROCEDURES FOR ANNUAL REVIEW OF DRIVING RECORDS FOR**

**UNIVERSITY FLEET DRIVERS**

06.01 A university employee or sponsored driver may only drive a university fleet vehicle if they:

1. have a valid Texas driver's license, except for students who possess a valid out-of-state driver’s license; and
2. have nine or less penalty points under the system set forth in the [Drivers Selection Program Penalty Point System](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf).

06.02 The university may discharge an employee or student employee whose duties require driving a university fleet vehicle if that employee fails to maintain either of the criteria established in Section 06.01.

06.03 The university may revoke the driving privileges of a sponsored driver individual who fails to maintain either of the criteria established in Section 06.01.

06.04 The director of Facilities Management will annually review the driving records of all current fleet drivers to confirm that they are eligible under the standards in Section 06.01 and will provide a list of ineligible drivers to the director of EHSREM.

06.05 The director of Facilities Management will notify department heads in writing of the employees, student employees, or sponsored drivers under their sponsorship who have reached the 10-point limit (see the [Drivers Selection Program Penalty Point System](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf)).

06.06 Department heads may appeal, in writing to the VPFSS any decision to deny driving privileges.

**07.** **RESPONSIBILITIES**

07.01 Department heads will:

a. request motor vehicle record checks for applicants scheduled for job interviews when the university designates driving as a condition of employment; and

b. submit a new drivers request for any sponsored drivers that may occasionally operate a university fleet vehicle at the department head's discretion. If the individual fails to pass the criteria in Section 03.01, they may not drive a university fleet vehicle.

07.02 The director of Facilities Management will:

a. request driving records from the Texas DPS;

b. review employee driving records for violations on an annual basis, and immediately notify the appropriate department head of any employee who no longer meets the requirements of Section 06.01. The annual records check will occur during the employee's birth month;

c. send a memorandum each year to department heads providing access to a listing of their current approved drivers, a summarization of the fleet driver policy, and reminder of their duties associated with employees or their sponsored drivers approved to drive university fleet vehicles;

d. recommend driver approval or disapproval to the Driver Selection Committee based on the point system described in the [Drivers Selection Program Penalty Point System](https://gato-docs.its.txst.edu/jcr:d0b63a62-73d3-47c9-bb65-76d1f7023917/upps-05-05-02-att1.pdf); and

e. maintain a current list of all employees and sponsored drivers authorized to operate a university fleet vehicle.

07.03 Talent Acquisition will include the following in job postings for positions requiring the driving of university vehicles: "Applicants must have a valid Texas driver's license or the ability to obtain one within 90 days of hire and be a driver in good standing with less than 10 points deducted for driving infractions as determined by the employer driving standards system."

07.04 The driver must notify their supervisor or sponsoring department head immediately of any suspension of driving privileges by the state of Texas or a court of this state and immediately cease driving a university fleet vehicle on- or off-campus. For employees, failure to do so may result in disciplinary action, including but not limited to, termination. For sponsored drivers, failure to do so may result in revocation of university fleet vehicle driving privileges.

07.05 The Driver Selection Committee will provide guidance on the driver selection program and review and make recommendations on appeals submitted to the VPFSS.

**08.** **REVIEWERS OF THIS UPPS**

08.01 Reviewers of this UPPS include the following:

Position Date

Director, Facilities Management October 1 E3Y

Chief, University Police Department October 1 E3Y

Director, Environmental, Health, October 1 E3Y

Safety, Risk and Emergency

Management

**09.** **CERTIFICATION STATEMENT**

This UPPS has been approved by the following individuals in their official capacities and represents Texas State policy and procedure from the date of this document until superseded.

Director, Facilities Management; senior reviewer of this UPPS

Associate Vice President for Facilities

Vice President for Finance and Support Services

President