

WHAT TO DO IN CASE OF AN ACCIDENT

1. Call the police.
2. Do **not** talk to anyone, except the police, about how the accident happened.
3. Make **no** statements about payments of damages. The other party will be contacted by the Office of Risk Management in Baton Rouge.
4. Admit **no** liability (fault).
5. Sign nothing (except police report, **if** asked).
6. Obtain the names, addresses, and daytime telephone numbers of all witnesses.
7. Obtain the address and telephone number of the police department completing the accident report.
8. Call your supervisor and the ULM Safety Office and notify them of the accident.
9. Complete the **accident report** form located in the glove box of each state vehicle. If you are in your **private** vehicle, obtain an accident report from <https://www.ulm.edu/safety/da2041.pdf>. The report must be emailed to safety@ulm.edu within **24 hours** of the accident.
10. Give the completed report to your immediate supervisor as soon as possible after the accident.
11. The telephone number for the **ULM Safety Office** is **(318)342-5177**. The telephone number for **ULM Auto Services** is **(318)342-5200**.

Important Phone Numbers

**ULM Environmental Health
and Safety**

(318)342-5177

ULM Auto Services

(318)342-5200

ULM Physical Plant

(318)342-5173

ULM Operator

(318)342-1000

ULM Police

(318)342-5350



**DRIVER SAFETY
PROGRAM**

ULM DRIVER SAFETY PROGRAM

The Louisiana Office of Risk Management requires that all individuals who drive vehicles on University business complete the Driver Safety Program prior to driving. This Program applies to all drivers of licensed vehicles owned, leased, and/or rented by the University and private vehicles used on University business. The University designates which individuals are authorized to drive vehicles on University business.

The components of the Program are:

1. Submission of an **Authorization and Driving History Form (DA2054)** to the ULM EHS Officer. Drivers must have a current, valid driver's license for the type of vehicle they will drive.
 2. Submission of a **Defensive Driving Certificate** from an ORM-sponsored course. Available online at www.ulm.edu/safety.
 3. Receipt of an **official 3-year** driving history from the appropriate issuing authority (Louisiana driving histories will be obtained by the University and out-of-state driving records must be provided by employees.)
 4. Review of the Authorization and Driving History Form and the 3-year driving history by ULM EHS Officer.
 5. Driving Histories are reviewed on an annual basis by the ULM EHS Officer. Prior authorization to drive a University vehicle may be **revoked** based on changes in an employee's driving history.
 6. **Authorized Drivers' List** - All employees wishing to travel on official state business for ULM must be listed on the Authorized Drivers List posted online at www.ulm.edu/safety before they travel.
- ◆ Authorized Drivers **shall not** use a Wireless Telecommunications Device while driving in a University / state owned, leased, or private vehicle that is being driven on official University / state business.
 - ◆ High Risk drivers **shall not** be authorized to drive vehicles on University business. High risk drivers are those individuals having three or more convictions, guilty pleas, and/or nolo contendere pleas for moving violations or individuals having a single conviction, guilty plea, or nolo contendere plea for operating a vehicle while intoxicated. This also includes hit and run driving, vehicular negligent injury, reckless operation of a vehicle, or similar violation within the previous twelve-month period.
 - ◆ University vehicles are to be used for University business **only**.
 - ◆ New employees shall enroll in the Driver Safety Program within **three months** of their date of employment if they need to drive a vehicle on state business. Employees with an **out-of-state** driver's license are required to obtain their official driving history from their home state.
 - ◆ Authorized drivers who receive a traffic ticket must report the violation to their supervisor no later than their next scheduled work day. The supervisor must then report the violation to the **ULM EHS Officer**. The employee must **retake** the Driver Safety Course within three months.
 - ◆ An individual who has been authorized to drive and subsequently becomes a high risk driver will **immediately** lose driving privileges for twelve months from the date of violation. **If** the driver fails to notify the supervisor, the eligibility period for re-enrolling will be twelve months from the time the University is notified of the violation.
 - ◆ Individuals shall operate **only** those vehicles for which they are licensed.
 - ◆ Employees must have written authorization from their supervisor to use their **private** vehicle on University business.
 - ◆ Employees who use their private vehicle on University business **must have and maintain** at least minimum liability coverage as required by LA R.S.32:900, (B)(S). The State of Louisiana is protected against claims arising from the operation of an employee's personally-owned vehicle while on state related business.
 - ◆ If an employee is involved in an accident while on University business in either a state or private vehicle, they should call **ULM Auto Services or their supervisor** for assistance. State vehicles have an envelope located in the glove compartment with instructions to follow in case of an accident. **If a private** vehicle being used on University business is involved in an accident, the private insurance company should be notified.
 - ◆ All accidents must be reported by the vehicle driver to their supervisor and EHS Officer on **the day of** the accident.
 - ◆ A copy of the **State Driver's Accident Report Form (DA2054)** must be completed within **24 hours** and sent to safety@ulm.edu. The Supervisor shall notify the ULM Safety Officer. Copies of the form are located in University fleet vehicles and in the Safety Office and are online at www.ulm.edu/safety.
 - ◆ **Failure** to report any accident may be cause for **disciplinary action**.