

DRIVER AUTHORIZATION

Policy Title: Driver Authorization

Policy Type: Administrative

Policy Number: 47-01 (2023)

Approved: 11/01/2023

Responsible Office: Norfolk State University Transportation and Fleet Services

Responsible Executive: Vice President of Finance and Administration

Applies to: University Community

POLICY STATEMENT

Norfolk State University-owned vehicles must be operated in accordance with this policy and the laws of the Commonwealth of Virginia or jurisdiction in which the vehicle is being operated. All employees, students and agents of Norfolk State University who operate a University-owned motor vehicle, vehicle rented by the University, vehicle on loan to the University, and utility/golf carts must be authorized by the Norfolk State University Department of Environmental, Health, Safety and Risk Management. This policy serves as the minimum requirements for all departments; however, each department may have additional driver and training requirements specifically designed to meet their operational needs.

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DEFINITIONS

Driver - A person who is authorized to drive University-owned vehicles on official University business.

University-owned Vehicles – Any passenger-type vehicle owned by Norfolk State University that

includes but is not limited to sedans, station wagons, minivans, pickup trucks, sport utility vehicles, and vans used primarily for the transportation of the driver and no more than 15 passengers.

Rental Vehicles - Vehicles rented or leased for University business or University related activities.

CONTACT(S)

The Norfolk State University Department of Transportation and Fleet Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy # 01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to the Norfolk State University Department of Transportation and Fleet Services.

STAKEHOLDER(S)

University Community

DRIVER AUTHORIZATION POLICY CONTENTS

This policy establishes the requirement that employees, students, contractors and vendors who operate licensed University-owned vehicles and licensed rental vehicles must possess a valid, verifiable driver's license from the Commonwealth of Virginia, state of legal residence or the District of Columbia appropriate for the type of vehicle being driven.

This policy complies with the Virginia Department of General Services, Office of Fleet Management, requirement that state agencies have a process to verify each person authorized by Norfolk State University to drive licensed University-owned vehicles or licensed rental vehicles used to conduct official University business must possess a valid driver's license. This requirement also applies to individuals who operate licensed rental vehicles for University special events.

All drivers must successfully complete safety training, complete and sign the Norfolk State University (NSU) Driver Authorization Form; and submit the completed form to the NSU Department of Transportation and Fleet Services. In addition, each driver of licensed vehicles, licensed rented vehicles, licensed utility vehicles, licensed golf carts or licensed low-speed vehicles (LSV) must complete and sign the Norfolk State University (NSU) Driver Authorization Form and provide a copy of their valid driver's license to NSU Department of Transportation and Fleet Services. This policy serves as the minimum requirements for all departments; however, each department may have additional driver and training requirements specifically designed to meet their operational needs.

This policy establishes the method for the University to identify driving restrictions or suspensions placed against the driver's license, which may prevent the driver from authorized or continued use of licensed University-owned or licensed vehicles rented to conduct official University business.

Commercial Driver's

- Employees required by job description to hold a valid Commercial Driver's License (CDL) will be enrolled by the NSU Department of Transportation and Fleet Services in the Virginia

Department of Motor Vehicles

(DMV) driving record monitoring program and must complete NSU Driver Record Authorization Form.

- NSU Driver Record Authorization Form authorizes NSU to receive immediate notification of suspension, revocation, disqualification and/or cancellation of driver's license, as well as conviction of reckless driving and/or DUI/DWIs. Should the Driver's driving record change it is incumbent upon the Driver to notify their supervisor and NSU Department of Transportation and Fleet Services and not to rely on the DMV to make that notification.
- Driver authorizes NSU to access the Driver's motor vehicle transcript ("MVR") from the Virginia Department of Motor Vehicles. NSU Department of Transportation and Fleet Services reviews the Driver's transcript annually to ensure the Driver remains eligible to drive.

Non-Commercial Drivers

- For employees who are not required by job description to hold a valid CDL but drive for the University on official University business, it is the Driver's responsibility to notify NSU Department of Transportation and Fleet Services and their supervisor of loss of driving privileges, suspensions, revocations, disqualifications and/or cancellations as well as conviction of reckless driving and/or DUI/DWIs upon their driver's license within three business days. It is the supervisor's responsibility to immediately notify NSU Department of Transportation and Fleet Services of the change in the driving record.

Should the Driver's driving record change, management actions for continued operation of University-owned vehicles will be dependent upon the employee's job requirements and the driving restrictions on a case-by-case basis; however, licensed University-owned and licensed rented vehicles may not be operated without a valid driver's license.

EDUCATION AND COMPLIANCE

The Department of Transportation and Fleet Services will coordinate University-wide compliance with this policy.

PUBLICATION

This policy will be widely distributed to the University community:

- Communicate the policy in writing, electronically, or otherwise, to the University community.
- Submit this policy for inclusion in the online Policy Library with 14 days of approval;
- Post the policy on the appropriate webpage; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet the publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review: 11/2026
- Approval by, date: 11/01/2023
- Revision History: 11/01/2023; 12/16/2021; 7/1/2014; 05/13/2015; 06/08/2016; 02/08/2017; 02/08/2018;12/16/2021
- Supersedes: NSU Policy# 80.001: *Vehicle Driver's License Checks*



Transportation and Fleet Services

700 Park Avenue, Norfolk, Virginia 23504

Email: nsutranportation@nsu.edu

Tel: (757) 823-8947

RELATED DOCUMENTS

- Utility Vehicle/Golf Cart/ Low Speed Vehicle Policy #42-03

FORMS

- Driver Record Authorization Form
- Driver Authorization Form

DRIVER AUTHORIZATION FORM

TRAINING

Faculty, staff and students are required to complete successfully Norfolk State University safety related driving training before operating a licensed or unlicensed: University-owned or rented vehicle, utility vehicle, golf cart or low-speed vehicle (LSV). Please complete the form below and submit (via e-mail or inter-office mail) to NSU Department of Transportation and Fleet Services.

University-owned or Rented Vehicles

The undersigned certifies that they have read the Norfolk State University Driver Authorization Policy and successfully completed NSU training for operating a vehicle.

Utility Vehicle, Golf Cart and Low-speed Vehicle (LSV)

The undersigned certifies that they have read the Norfolk State University Utility Vehicle/ Golf Cart/Low Speed Vehicle (LSV) Policy and successfully completed NSU training for operating a utility vehicle, golf cart or LSV.

VALID DRIVER'S LICENSE FOR DRIVING LICENSED VEHICLES

Faculty, staff and students are required to submit a copy of a valid driver's license to the Norfolk State University Department of Transportation and Fleet Services for authorization to operate a licensed University-owned vehicle, licensed rented vehicle, licensed utility vehicle, licensed golf cart or licensed LSV. Please complete this form, attach a copy of your valid driver's license where indicated on form, and submit (via e-mail or inter-office mail) to NSU Department of Transportation and Fleet Services.

ACKNOWLEDGEMENT AND SIGNATURE

I am aware that a violation of the above cited policies and procedures is just cause for disciplinary action under state law and University personnel policies.

Print Name: _____

Department: _____

State of Issue and
Driver License #: _____

Signature: _____

Date: _____



Transportation and Fleet Services

700 Park Avenue, Norfolk, Virginia 23504

Email: nsutranportation@nsu.edu

Tel: (757) 823-8947

Place Copy of Valid Driver's License Here

Driver Record Authorization Form

1. I hereby authorize Norfolk State University to obtain my motor vehicle record to confirm my eligibility to drive a University vehicle (owned, leased or rented). This authorization shall remain on file and shall serve as ongoing authorization for the Norfolk State University to obtain motor vehicle record information for lawful purposes at any time during my inclusion in the Driver Authorization Program.

2. By submitting this form, I certify that the information below is correct, and I agree to be enrolled in the Commonwealth's DMV Driver Alert Program. Furthermore, I also agree to notify my supervisor and the NSU Transportation and Fleet Management Services of any license suspension, revocation, disqualification, and/or cancellation in addition to any reckless driving and/or driving while intoxicated convictions within three days of occurrence.

Printed Name	
Position	
Department	
Campus Phone	
State of Issue and Driver License #	
Signature	
Date	