



VEHICLE DRIVER'S LICENSE

Policy Title: Vehicle Driver's License

Policy Type: Administrative

Policy Number: 47-01 (2014)

Approved: 05/13/2015

Responsible Office: Norfolk State University Police Department

Responsible Executive: Vice President of Finance and Administration

Applies to: University Community

POLICY STATEMENT

This policy has been established to govern the requirements of having a valid vehicle driver's license while be utilizing University-owned and rental vehicles to conduct official University business.

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DEFINITIONS

None.

CONTACT(S)

Norfolk State University Police Department 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 Police Department.

STAKEHOLDER(S)

University Community

VEHICLE DRIVER'S LICENSE POLICY CONTENTS

This policy establishes the requirement that employees, students, contractors and vendors who operate University-owned (including golf cart-type vehicles) and 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, and requirement that the state agencies have a process which guarantees any person authorized by Norfolk State University to drive its state owned vehicles or rental vehicles used to conduct official University business must possess a valid driver's license. It also establishes a 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 University-owned or vehicles rented to conduct official University business.

This requirement also applies to individuals who operate rental vehicles for University special events. It is the operator's responsibility to notify the University or his/her employer of loss of driving privileges, restrictions or suspensions placed upon their driver's license.

PUBLICATION

This policy will be widely distributed or distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, within 14 days' approval,
- 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

List the following:

- Next Scheduled Review: 02/08/2021

- Approval by, date: President, 5/13/2015
- Revision History: 7/1/2014; 05/13/2015; 06/08/2016; 02/08/2017; 02/08/2018
- Supersedes: NSU Policy# 80.001: *Vehicle Driver's License Checks*

RELATED DOCUMENTS

There are no documents associated with this policy and procedures.

FORMS

There are no forms associated with this policy and procedures.