

## Driver's License Verification of Employees Operating University Vehicles Policy

Date Effective: April 8, 2002  
Issued By: Human Resources  
Contact: Human Resources Office, 814-393-2235  
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### Purpose:

To define requirements for operation of a vehicle in the course of university business and to define employee responsibility for providing proof of current license and/or notice of driving restrictions mandated by the court systems.

### Policy:

Any employee who operates a university-owned motor vehicle in the course of his or her employment may be required to present his or her driver's license to any of the following departments:

1. Facilities Management
2. Public Safety
3. Human Resources

An employee who does not routinely operate university vehicles will be required to present his or her driver's license each time a vehicle is used for university business. When the employee picks up the keys to the university vehicle from Facilities Management, he or she will be required to present a current driver's license for review to the appropriate Facilities Management staff member. Under no circumstances will an employee be permitted to obtain the keys without presenting a current driver's license.

Employees who operate a university vehicle as part of their regular employment duties will be required to present his or her driver's license as requested by either a representative of the Facilities Management Department, Public Safety Department and/or the Office of Human Resources. All employees will be required, through random checks, to present his or her license on a quarterly basis.

## Court Imposed License Restrictions

Any time an employee who operates a vehicle in the course of university business has his or her driver's license revoked or suspended or has a court ordered restriction imposed on his or her license, the employee must inform his or her supervisor and the Office of Human Resources. This includes an employee who uses his or her own vehicle in the course of conducting university business.

Appropriate university management representatives will review the license status and the employment requirements related to the operation of a vehicle and advise the employee of his or her employment status as a result of the revocation, suspension or restriction.

The university is under no obligation to modify an employee's employment requirements or to reassign the employee based on the revocation, suspension or restriction.

In determining the appropriate action, the university will consider the following factors:

- employment requirements related to the operation of a motor vehicle
- duration of suspension or restriction on license
- ability to have employee continue meeting employment expectations with the revocation, suspension or restriction
- basis for court decision to revoke, suspend or restrict driving privileges

Depending upon the circumstances, employees may be reassigned, placed on leave without pay without benefits, demoted, or separated from employment.