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LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Facilities Management  
AREA: Campus Support Services

Vehicle Fleet Driver Selection

MAPP04.03.07

I. POLICY

- A. Lamar University (LU) determines the eligibility of University employees to drive or operate vehicles in the University's vehicle fleet. Only University-screened drivers are allowed to operate fleet vehicles. Unscreened LU employees or those who do not meet the University's driver selection criteria may not operate a University fleet vehicle.
- B. To drive or operate a University fleet vehicle, an employee (a) must have a Driver's License or the ability to obtain one within 90 days of hire; the Driver's License must also be of the appropriate class to operate the vehicle; and (b) must have a satisfactory driving record as stated in this and other University policies.

II. PURPOSE AND SCOPE

- A. This policy falls under the authority of the Texas State University System (TSUS) Rules and Regulations, Chapters IV and VII; the Texas State Vehicle Fleet Management Plan administered by the State of Texas' Office of Vehicle Fleet Management (OVFM), Texas Government Code, Chapters 58, 2171, and 2175; the Texas Transportation Code, Chapter 521; and all other applicable federal, state, and TSUS laws, statutes, rules, and regulations.
- B. To establish eligibility to drive or operate a University fleet vehicle, LU follows Section 521.459 of the Texas Transportation Code, which states:
  - (1) 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]:
    - a. a list of convictions for traffic violations contained in the department records on the potential employee and
    - b. a verification that the person has a license.
  - (2) 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 [Chapter 521 Texas Transportation Code]



take these steps may result in disciplinary action in keeping with the University's disciplinary policies and procedures.

VII. REVIEW AND RESPONSIB04 90 669.24.0 ir (32 ET EMC /P <</MCID 5 >>BDC -13)JT1 Tf 11.04 -0 0 1 -0