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| 4-OP-C-7-G8 | | LICENSE REQUIREMENTS FOR OPERATING UNIVERSITY-OWNED VEHICLES | | | | |
| **Responsible Executive:** | | | Vice President for Finance and Administration | | | |
| **Approving Official:** | | | Vice President for Finance and Administration | | | |
| **Effective Date:** | | | As soon as 21-day notice concludes | | | |
| **Revision History:** | | | Readopted 1/1/2014 | | | |
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| I. | INTRODUCTION | | | | | |
|  | The purpose of this policy is to outline the guidelines and responsibilities for ensuring that operators of University-owned vehicles have a valid driver's license. | | | | | |
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| II. | POLICY (Including any Forms and Attachments) | | | | | |
|  | 1. For employees required to drive University-owned vehicles as a requirement of their job responsibilities, the following shall apply:  a. Each employee will be required at the time of hire to present their driver's license. Departments are responsible for ensuring that each employee possesses a valid driver’s license at the time of hire by verifying through the Florida Department of Motor Vehicle (DMV) website, <https://services.flhsmv.gov/DLCheck/> (or through the DMV of the state of issuance), and must maintain documentation of license validity at the department level.  b. Each department shall annually verify the validity of the driver's licenses of employees, via the Florida Department of Motor Vehicle (DMV) website, <https://services.flhsmv.gov/DLCheck/> (or through the DMV of the state of issuance), and maintain documentation of license validity at the department level.  c. If at any time the employee does not possess a valid license, the employee may be terminated, in accordance with University policy, for inability to perform their job duties. The Office of Human Resources, Employee and Labor Relations section, must be contacted before any such action.  d. If the employee is notified by the State of Florida (or other state of issuance) that their driver's license is not valid (including if the license is suspended) the employee must cease performing driving functions immediately and inform their supervisor. Failure to notify the supervisor or to cease driving in such circumstances is a violation of this policy and may result in disciplinary action.  2. Employees who are not required to drive a University-owned vehicle as part of their job responsibilities, but who use a University vehicle on occasion for business purposes or work-related travel must have the validity of their driver’s licenses checked before they are permitted to operate a University vehicle. The department does this by verifying the employee’s driver’s license through the Florida Department of Motor Vehicle (DMV) website, <https://services.flhsmv.gov/DLCheck/> (or through the DMV of the state of issuance), and must maintain documentation of license validity at the department level.  3. University vehicles are to be operated in accordance with applicable laws and regulations. Employees are personally responsible for any traffic violations and fines, and may be liable for any property damages or injuries resulting from the violation of laws and/or regulations related to the operation of a University vehicle. Employees also could be subject to disciplinary action for violation of laws and/or regulations related to the operation of a University vehicle (Reference 4-OP-C-9 Use of State Vehicles). Any accident, property damage, or injury involving University vehicles must be immediately reported to the University's Insurance Claims Manager in the Department of Environmental Health and Safety at (850) 644-6895. | | | | | |
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| III. | LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY | | | | | |
|  | The Board of Trustees has delegated its authority over personnel programs to the President which is further delegated to the Vice President. Constitutional authority, state statutes, Florida Board of Governors regulations, and University regulations authorize the policy:  Florida Constitution Article IX, Section 7;  Sections 110.117, 1001.706(6)(a), F.S.;  Florida Board of Governors Regulation 1.001(2)(e) and (5)(a);  Florida State University Board of Trustees Regulations FSU-4.001, FSU-4.0015.  This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification or elimination. | | | | | |
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|  | /s/ Name of Approving Official | | |  |  |  |
|  | [Proof of approval retained in file] | | |  |  |  |