



Driver Authorization Process for Southern University Employees

Hello Esteemed Southern University Baton Rouge Landmass Employees,

At Southern University, the safety of our community is our highest priority. As we continually strive to uphold the highest standards in all aspects of university operations, the Southern University Office of Risk Management (SUORM) is introducing a new, comprehensive Driver Authorization Process. This process ensures that all employees who drive on behalf of the university are authorized to do so, safeguarding both the individuals and the institution as we conduct state business.

You have been identified as a Southern University employee who may drive for university business, and therefore, are required to complete this authorization process. Driver safety is paramount whether driving across campus for a meeting, picking up supplies, or traveling for university business. This program is designed to reduce risk, increase accountability, and foster a safer environment. This process is mandatory for anyone driving for university business, and all documentation must be submitted by **November 1, 2024**.

Commitment to Safety: Steps to Becoming an Authorized Driver

1. **Complete the Defensive Driving Course**
 - Available on Moodle. Print and save the Certificate of Completion after finishing.
 - i. [Click Here To Access The Defensive Driving Course Via Moodle Train](#)
2. **Ensure Your Documents Are in Order**
 - o All drivers must possess a valid driver's license.
 - o If you will be using a personal vehicle for university business, ensure your vehicle insurance is current and compliant with state regulations.
3. **Complete the DA-2054 Driver Authorization Form**
 - o Access and complete the DA-2054 Driver Authorization Form through Dynamic Forms at the following link: <https://www.subr.edu/driverauthorizationform>
 - o Once completed, the form will be reviewed by SUORM, who will then request your Official Driving Record from the State of Louisiana. You will be notified once your authorization is confirmed.

Responsibility and Oversight: For Department Heads and Supervisors

The safety of our university community is a shared responsibility. Department heads and supervisors must ensure that all employees who drive as part of their job duties complete the driver authorization process.

Key Notes: Ensuring Compliance

- Unauthorized drivers will not be reimbursed for any travel involving vehicle use and will be prohibited from driving for any university business until authorization is obtained.
- Annual driver record checks are required for all employees driving vehicles owned, leased, or rented by the State of Louisiana or personal vehicles used for state business.
- Employees identified as "high-risk drivers" may be restricted from driving university vehicles and on behalf of the university, pending review by administration.

We understand the critical role each of you plays in representing Southern University, both on and off the road. By complying with these new standards, you contribute to a culture of safety and responsibility that reflects the values of our institution.

If you have any questions or need assistance with the authorization process, please contact the Southern University Office of

Risk Management:

- Email: Wilbert.Rosette@sus.edu
- Phone: (225) 771-3101

Let us continue to elevate the standards of safety and excellence that define Southern University. Your commitment to following these procedures is crucial to creating a safe, efficient, and secure environment.

[Will Rosette, CSP](#)

Director of Safety and Risk Management

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