

**Standard Operating Procedure
for Undergraduate Students To Drive on Behalf of UL Lafayette
Effective 2/2/2022**

Departments requiring for UL Lafayette students to drive a personal, rental, or university vehicle for University business or research purposes must follow the following steps:

1. Student(s) must submit a letter to the Department requiring the following:
 - a. Purpose of the travel, and
 - b. The necessity for student to drive, and
 - c. Exact dates of travel, and
 - d. Names and ULID of all undergraduate student drivers who will be driving, and
 - e. What vehicles to be used to travel (state/rental/personal).
2. Department must submit this letter for approval to the Supervisor/Principal Investigator and the Department Head and/or the Dean. The approved letter is then submitted to the Environmental, Health and Safety Office (EHS) for processing.
3. EHS will determine if the student drivers are employees and if they have completed the Driver Safety Training. * EHS will arrange for student drivers to take the training if they have not done so. If the student driver is not an employee, EHS will create a cover page signature document within DocuSign requiring the following signatures:
 - ✓ EHS Director,
 - ✓ Director of Purchasing,
 - ✓ Vice President over the requesting department
 - ✓ Provost
 - ✓ Vice President for Academic Affairs
 - ✓ (if student organization, the Vice President of Student Affairs
 - ✓ President Savoie or his designee. *
4. Once all DocuSign signatures are completed, EHS will submit the fully approved document to the Requesting Department who will attach to the Chrome River Preapproval.* The Requesting Department must include the

list of all the drivers related to this request in the “Other Drivers” area of Chrome River.

5. Purchasing will check that student drivers have successfully passed the ORM Defensive Driver Online course by reviewing the Cornerstone report provided by EHS within Cornerstone.* If the student is not on the list and has not been trained, a notification email will be sent to EHS to contact the requesting department and the preapproval will be returned for this reason. Upon the completion of the training, the Preapproval can be resubmitted for travel approval.
6. Any changes to the request must follow the same process amending the original request.

*Footnote: Driver Safety Course is required by State Fleet Management and the Office of Risk Management. Approval by Vice President and President is required by University Procedures. Travel Regulations are required by PPM 49 State Travel Regulations.

If you have any questions email safety@louisiana.edu or call (337)482-1840.