

Physical Plant Guidelines for Job Duties that Require

a Driver's License or CDL and Office of Insurance, Loss Control & Claims Insurability

It is imperative that all current and prospective Physical Plant employees whose position requires a valid driver's license or commercial driver's license (CDL) have and maintain a good driving record in accordance with the University Office of Insurance, Loss Control & Claims (INLOCC) policies. Employees are highly encouraged to read and be knowledgeable of the INLOCC policies as they can be slightly different than the State of Indiana driver's license suspension/reinstatement requirements. An employee whose position description job duties require him/her to drive must:

1. Be knowledgeable of and follow the university's policies regarding the safe operation of university vehicles, including, but not limited to:
 - A. Office of Insurance, Loss Control & Claims (INLOCC) policies on Operation of University Vehicles, Who Can Use University Vehicles, Driving Privileges, CDL Requirements, if applicable.
 - i. Key policy definitions:
 - a) **Driver**: means every person who uses or wishes to use a university vehicle, regardless of rank or campus affiliation, including those required to use a vehicle as a part of their job duties, as well as those whose use of a vehicle is elective.
 - b) **Vehicle**: any means of conveyance that requires licensing to operate on public streets.
 - c) **University Business**: means those activities that further the mission of the university and, in the case of an employee of the university, are within the scope and authority of that person's employment. For example: normal student transportation activities, e.g., handicapped students shuttles, Campus Bus, are deemed to be "in furtherance of educational objectives" within the course of their normal use. E.g., driving a personal vehicle on a university errand or from one location to another to teach is university business. This definition applies whether the driver is reimbursed for use of a personal vehicle or not.
 - d) **University Vehicle**: includes all licensed vehicles owned, leased or rented by or for Indiana University. This includes personal vehicles when operated for **university business**.
2. Possess a valid driver's license¹ or CDL as required by the job's position description; and must be insurable by the *INLOCC*.
3. Complete in full and maintain an up-to-date *IU Authorization for Motor Vehicle Records (MVR) Check form* on file with the *INLOCC*.
4. Immediately notify their supervisor or manager in writing of the below driving infractions, in accordance with *INLOCC's* Driving Privileges policy. Failure to notify management is subject to the university's applicable corrective action policies.
 - A. Suspension of their driver's license
 - B. Any citation or arrests for a traffic moving violation received while driving a **University Vehicle**
 - C. Accidents involving **University Vehicle**

¹ The license must be state or Canadian issued. Licenses from outside the U.S. or Canada are not permitted.

- D. Arrest for or conviction of any felony involving a motor vehicle or while driving while impaired due to alcohol or drugs, whether driving on **University Business** or not

The following is the procedure for an employee whose position description duties require him/her to drive, but who is restricted from driving due to not having a valid driver's license, including suspension of said driver's license or whose IU driving privileges have been suspended by INLOCC:

1. The employee will not drive on **University Business**
2. The employee will be temporarily removed from driving duties up to a maximum of eight (8) months or until the employee's driver's license and IU driving privileges are reinstated. The employee's pay rate will be commensurate with the job duties assigned during the period of the temporary assignment.
3. On or by the end of the eight month period:
 - A. If the employee's license is restored, the employee will be returned to his/her former position and pay rate.
 - B. If the employee does not secure a valid driver's license or have his/her IU driving privileges restored (whichever is applicable), the employee will be determined to not meet the minimum requirements of the position. At that time:
 - i. The employee will be considered for placement into other available positions for which the employee is qualified to perform and, if placed, will be paid the pay rate commensurate with the position.
 - ii. If there is no available position for which the employee is qualified to perform, the employee will be separated from employment for not meeting the minimum requirements of the job.
4. After the eight month period lapses, an employee who was placed in another position due to the loss of a valid driver's license and loss of IU driving privileges, whose license and driving privileges are later reinstated, will be considered for placement into his/her former position. This consideration will be contingent upon: the availability of the position; that the employee is still qualified for the former position; and that the employee has maintained satisfactory performance.