

July 15, 2008

To: All Department Heads, Directors, Departmental Safety Coordinators

From: Joey Pons, EH&S Director

Re: IMPORTANT CHANGE TO DRIVER TRAINING PROGRAM

The Office of Risk Management (ORM) has recently changed the required paperwork associated with all authorized Louisiana drivers. Specifically, the DA2054 form has changed. Attached, please find a sample copy of the **NEW DA2054 form** that must be used for all authorized drivers. This document is also available for download on my website:

www.safety.louisiana.edu (click "forms")

Please note that the old version of this form included in the CD Rom course **MAY NOT BE USED ANYMORE**. Training packets turned in with the old form will be returned for correction and this will delay processing for those packets. Please contact me at x25357 or safetyman@louisiana.edu with any questions you may have. Your cooperation in this matter is greatly appreciated.

Attachment

Cc: Dr. E. Joseph Savoie, University President
Raymond Blanco, VP, Student Affairs