

University Driver Safety Requirements

We all know the importance of Safe Driving on our roads today. Attributing causes to accidents include (most commonly) Distracted Driving, Risky Driving Habits and understanding Road & Vehicle Safety.

To help keep our drivers safe, the University has a [University Driver Safety Program Policy](#), which is enforced by the Office of Risk Management and the Louisiana Office of State Purchasing and Travel. UL Lafayette employees are expected to abide by these regulations, which address driver safety, control the use of vehicles on State business, reduce the State's exposure to liability, reduce loss expenses due to accidents, and achieve accountability.

Anyone driving on University Business in a state, personal, or rented vehicle is required to take the ["ORM Defensive Driving Online Course"](#). This course is only accessible in the Cornerstone Training Platform. Defensive Driving Training must be renewed every 3 years. Because training is not applicable to everyone on campus and taken only if driving is part of your job duties, it is not assigned to all employees and taken only if applicable.

Attached is a directional sheet with instructions on how to complete this class correctly and without issue.

Notes to remember:

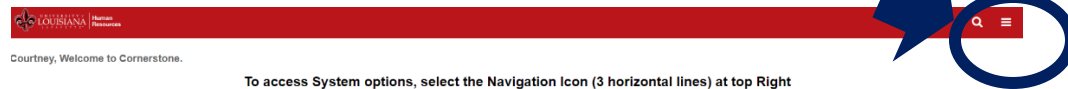
1. If you possess an **out of state** drivers license, you must provide a copy of your driver history to the Safety Office (email: safety@louisiana.edu) after completing the course.
2. Any issues with your Official Driving History Report will be reported back to you and you will need to correct these issues with the Department of Motor Vehicles, for approval.
3. Following policy, high-risk drivers will not be permitted to drive on official University business.
4. Undergraduate students (excluding Student labor) must have special permission to drive for University business, following the [Standard Operating Procedure](#), and must request access to Cornerstone Training platform by completing the [UL Lafayette Temporary Account Application](#).
5. Travel requests which include ground transportation will not be processed without an active (current) training completion in Cornerstone.
6. Once Defensive Driving Training is completed, please allow 72 hours for all systems to completely update (Cornerstone-Banner-ChromeRiver).

ACCESSING ORM DEFENSIVE DRIVING IN CORNERSTONE

Access Cornerstone Home Page via ULink

<https://louisiana.csod.com/samldefault.aspx?returnurl=%252fDeepLink%252fProcessRedirect.aspx%253fmodule%253d50>

1. Click Hamburger Icon



Courtesy, Welcome to Cornerstone.

To access System options, select the Navigation Icon (3 horizontal lines) at top Right

Click to Access LinkedIn Learning Courses

LinkedIn Learning

Training Courses

Click to Access All Courses in Cornerstone

All Training Courses in Cornerstone

Ready for Performance Tasks

Quick Links

Performance Review

Training to Complete

My Team

My Transcript

Assigned Training: Recommend Browsers: Firefox or Chrome

no assigned training

Frequently Searched Resources

Find It Fast!

Certifications

Professional Certifications and Learning Paths in LinkedIn Learning

Click [Here](#) for information on these Professional Certifications:

- Administrative Professional
- Systems Administrator
- Project manager
- Data Analyst
- Business Analyst
- Software Developer

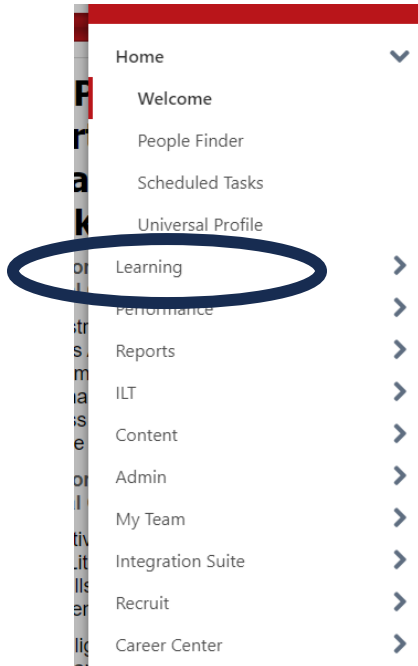
Click [Here](#) for Information on these Professional Certifications:

- Generative Artificial Intelligence
- Digital Literacy and Productivity
- Soft Skills
- Entrepreneurship

Artificial Intelligence Upskilling content for those whose roles are NOT IT focused

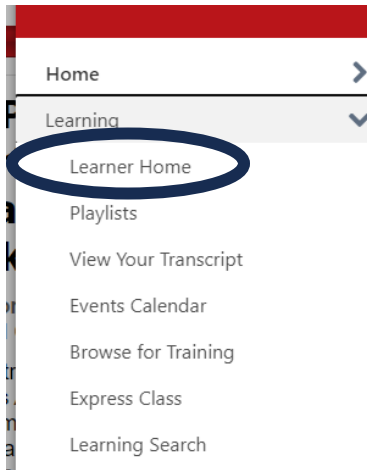
- [Building AI Literacy](#)
- [Responsible AI Foundations](#)
- [Building ChatGPT Skills for the Business](#)

2. Click on Learning Drop Down Menu

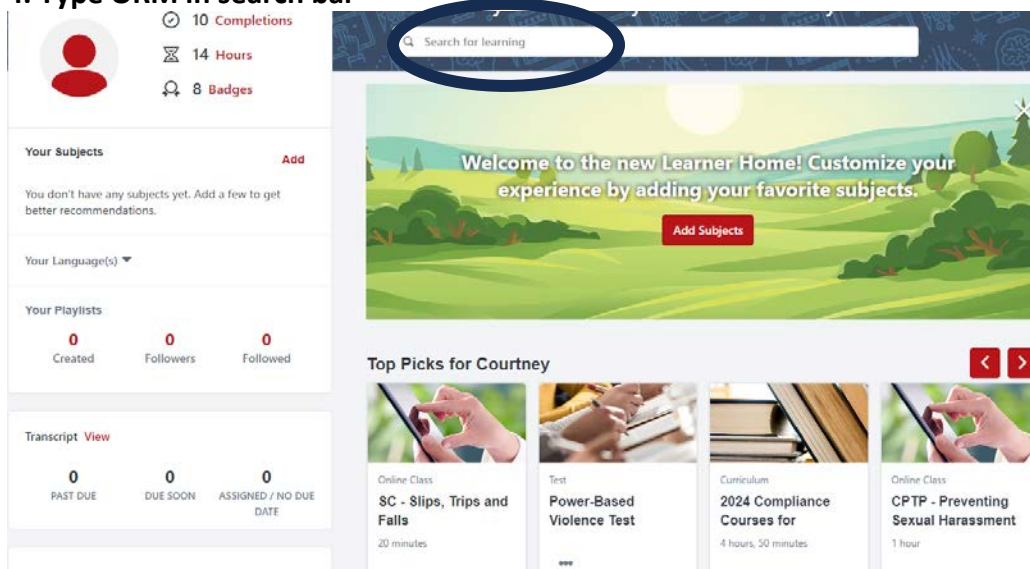


- Home
- Welcome
- People Finder
- Scheduled Tasks
- Universal Profile
- Learning**
- Performance
- Reports
- ILT
- Content
- Admin
- My Team
- Integration Suite
- Recruit
- Career Center

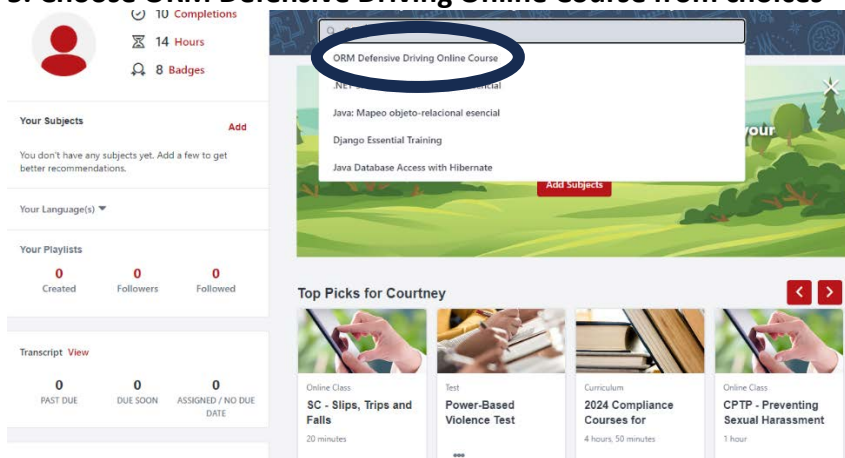
3. Click on Learner Home



4. Type ORM in search bar



5. Choose ORM Defensive Driving Online Course from choices



6. Launch course by pressing Register button

CURRICULUM

ORM Defensive Driving Online Course

Last Updated 01/11/2023 Duration 10 minutes

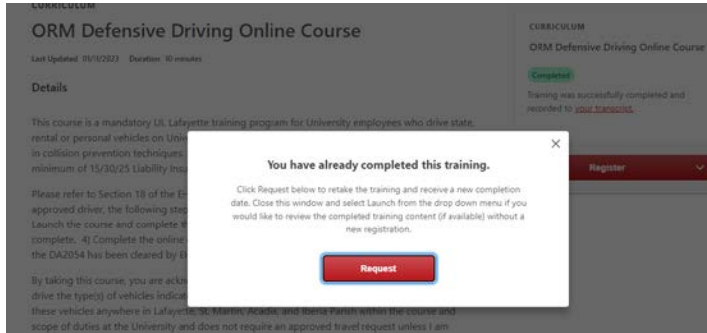
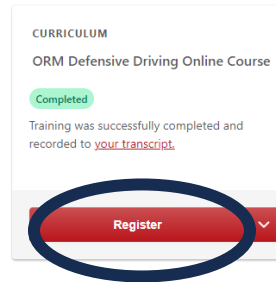
Details

This course is a mandatory UL Lafayette training program for University employees who drive state, rental or personal vehicles on University-approved business. The course is designed to train drivers in collision prevention techniques. NOTE: Current Louisiana state law requires all vehicles to have a minimum of 15/30/25 Liability Insurance Requirements.

Please refer to Section 18 of the EHS Policy for additional information on driver safety. To become an approved driver, the following steps will be necessary: 1) Choose "Request" to access the course. 2) Launch the course and complete the driver authorization form, submit, and mark the form section complete. 4) Complete the online defensive driving training. 5) Approval to drive is granted after the DA2054 has been cleared by EHS of safety violations.

By taking this course, you are acknowledging that you have authorization from your supervisor to drive the type(s) of vehicles indicated on the DA2054 form. You understand that you may operate

****IF YOU PRESS REGISTER BUTTON AND YOU HAVE ALREADY COMPLETED TRAINING, AN ERROR MESSAGE WILL POP UP ALERTING YOU THAT YOU HAVE ALREADY COMPLETED THIS COURSE. IF YOU PRESS REQUEST BUTTON ANYWAY, CORNERSTONE WILL WIPE OUT YOUR PREVIOUS TRAINING COMPLETION****



7. Press Open Curriculum Button

CURRICULUM

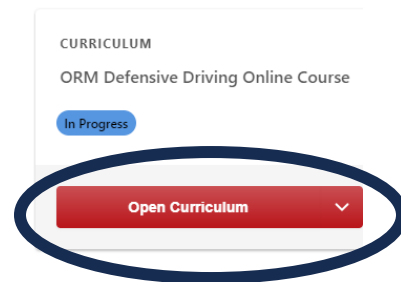
ORM Defensive Driving Online Course

Last Updated 01/11/2023 Duration 10 minutes

Details

This course is a mandatory UL Lafayette training program for University employees who drive state, rental or personal vehicles on University-approved business. The course is designed to train drivers in collision prevention techniques. NOTE: Current Louisiana state law requires all vehicles to have a minimum of 15/30/25 Liability Insurance Requirements.

Please refer to Section 18 of the EHS Policy for additional information on driver safety. To become an approved driver, the following steps will be necessary: 1) Choose "Request" to access the course. 2) Launch the course and complete the driver authorization form, submit, and mark the form section



8. Press Launch Button to fill out ORM Driver Authorization Form

ORM Defensive Driving Online Course

Options ▾

This course is a mandatory UL Lafayette training program for University employees who drive state, rental or personal vehicles on University-approved business. The course is designed to train drivers in collision prevention techniques. NOTE: Current Louisiana state law requires all vehicles to have a minimum of 15/30/25 Liability Insurance Requirements. Please refer to Section 18 of the EHS Policy for additional information on driver safety. To become an approved driver, the following steps will be necessary: 1) Choose "Request" to access the course. 2) Launch the course and complete the driver authorization form, submit, and mark the form section complete. 4) Complete the online defensive driving training. 5) Approval to drive is granted after the DA2054 has been cleared by EHS of safety violations.

By taking this course, you are acknowledging that you have authorization from your supervisor to drive the type(s) of vehicles indicated on the DA2054 form. You understand that you may operate these vehicles anywhere in Lafayette, St. Martin, Acadia, and Iberia Parish within the course and scope of duties at the University and does not require an approved travel request unless I am requesting reimbursement of expenses, or the travel is not the ordinary travel to perform your job at UL Lafayette. For all other travel outside of this area, you must have...

ORM Driver Authorization Form
Status: Registered Due: No Due Date Training Hours: 10 min
The ORM Driver Authorization Form is required prior to being granted driving privileges for UL Lafayette. Completion of this form enables the EH&S Officer...

SC - Defensive Driving
Status: Pending Prior Training Due: No Due Date
This is designed for all college faculty and staff. This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both...

9. Fill out personal information on DA2054

DA2054 - Driver Authorization

This form must be completed during the Defensive Driving Course. It is required for a driver to be added to the University Driver Safety Program list of approved drivers, set forth by the Division of Administration, Office of Risk Management.

All fields marked with an asterisk are required.

State of Louisiana

DRIVER AUTHORIZATION FORM

TO BE COMPLETED ANNUALLY, UPON CHANGE OF STATE OF ISSUANCE, CLASS OF LICENSE, AND/OR DRIVING RESTRICTION CHANGE

Agency: University of Louisiana at Lafayette

First Name *

Last Name *

Employee Number (ULID) *

Department *

Phone Number *

Drivers License Number *

State of Issuance (Drivers License) *

****DRIVER'S LICENSE NUMBER IS LOCATED ON YOUR DRIVER'S LICENSE****

If your driver's license is issued from a state other than Louisiana, the Office of Risk Management will ask you to request your official driving record from the Office of Motor Vehicles in the state from where you license is issued.

10. Check Yes on all three choices. Check Yes to acknowledgement. Enter date completed form. Press Submit For Approval button.

State Vehicle *

Yes
 No

Personal Vehicle *

Yes
 No

Rental Vehicle *

Yes
 No

EMPLOYEE ACKNOWLEDGEMENT/AUTHORIZATION

This is to certify that, as a condition of and if authorized to drive my personal vehicle on state business, I have and will maintain at least the minimum liability coverage as required by LA. R.S. 32:900(b)(2). I understand that the use of my vehicle on state business requires prior written authorization from my supervisor or agency head. Further, by signing this document, I agree to notify my agency in writing should any of the following change on my license: Drivers License Number, State of Issuance, Class of License or Driving Restriction. I authorize my agency to obtain access to my Official Driving Record (ODR) as necessary to comply with the State's Loss Prevention Program. I affirmatively acknowledge and understand that operating a state-owned, state-rented or state-leased vehicle while intoxicated as set forth in R.S. 14:98 and 14:98.1 is strictly prohibited, unauthorized, and expressly violates both the terms and conditions of my use of said vehicle, and my employer's instructions. In the event such operation results in my being convicted of, pleading nolo contendere to, or pleading guilty to, driving while intoxicated under R.S. 14:98 or 14:98.1, I acknowledge and understand that such would constitute evidence of: (1) my violating the terms and conditions of my use of said vehicle, (2) my violating the direction of my employer, and (3) my acting beyond the course and scope of my employment with the State of Louisiana. I further affirmatively acknowledge and understand that personal use of a state-owned, state-rented or state-leased vehicle is not permitted. My acknowledgment on this document shall remain in effect until revoked by the agency or until a new form is executed.

Acknowledgement *

Yes

Date *

AGENCY HEAD OR DESIGNEE AUTHORIZATION

By executing this document, I have reviewed the Official Driving Record and Driver Training Course dates and have confirmed the information to be current and in accordance with the ORM Loss Prevention requirements.

My signature authorizes the aforementioned employee to drive the following on state business as required (check all that apply):

Cancel

Submit For Approval

11. Press Launch Button to open ORM Defensive Driving training

NOTICE: curriculum progress shows 50% completion because DA2054 form was submitted

ORM Defensive Driving Online Course

Options ▾

This course is a mandatory UL Lafayette training program for University employees who drive state, rental or personal vehicles on University-approved business. The course is designed to train drivers in collision prevention techniques. NOTE: Current Louisiana state law requires all vehicles to have a minimum of 15/30/25 Liability Insurance Requirements. Please refer to Section 18 of the EHS Policy for additional information on driver safety. To become an approved driver, the following steps will be necessary: 1) Choose "Request" to access the course. 2) Launch the course and complete the driver authorization form, submit, and mark the form section complete. 4) Complete the online defensive driving training. 5) Approval to drive is granted after the DA2054 has been cleared by EHS of safety violations.

By taking this course, you are acknowledging that you have authorization from your supervisor to drive the type(s) of vehicles indicated on the DA2054 form. You understand that you may operate these vehicles anywhere in Lafayette, St. Martin, Acadia, and Iberia Parish within the course and scope of duties at the University and does not require an approved travel request unless I am requesting reimbursement of expenses, or the travel is not the ordinary travel to perform your job at UL Lafayette. For all other travel outside of this area, you must have an approved travel request.

ORM Driver Authorization Form
Status : Completed Due : No Due Date Training Hours : 10 min
The ORM Driver Authorization Form is required prior to being granted driving privileges for UL Lafayette. Completion of this form enables the EH&S Office...

SC - Defensive Driving
Status : In Progress Due : No Due Date
This is designed for all college faculty and staff. This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both...

Launch ▾

Launch ▾

12. Complete each section of course by watching videos and taking quiz at the end. You must score at least 80% to pass course.

Defensive Driving
Full Course

This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both professional and nonprofessional drivers. The course content includes strategic driving tips and real-world...
[Read More >](#)

START COURSE

Course Sections 0 / 4 Complete

- Introduction**
About 2 Minutes Required
- Benefits of Strategic Driving**
About 1 Minute Required Locked
- Five Strategic Driving Skills**
About 14 Minutes Required Locked
- Final Assessment**
About 2 Minutes 80% required to pass Required Locked

Course Requirements

- Assessment Requirement
80%

Course Details

- Typical Base Course Duration
21 Minutes
- Category
Transportation

Course Coordinator

13. NOTE: Press Finish Button after completing course

Results:

Your Score
100%

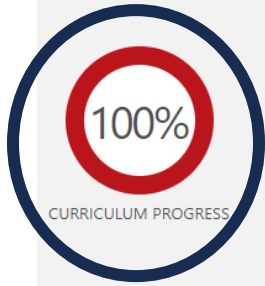
Minimum score to pass: 80%



****NOTE: IF YOU CLOSE TRAINING BEFORE PRESSING FINISH BUTTON, CORNERSTONE WILL NOT MARK YOUR TRAINING AS COMPLETE****

14. 100% CURRICULUM PROGRESS SHOWS COURSE COMPLETED

ORM Defensive Driving Training is good for 3 years once completed.





ORM Defensive Driving Online Course

Options ▾

This course is a mandatory UL Lafayette training program for University employees who drive state, rental or personal vehicles on University-approved business. The course is designed to train drivers in collision prevention techniques. NOTE: Current Louisiana state law requires all vehicles to have a minimum of 15/30/25 Liability Insurance Requirements. Please refer to Section 18 of the EHS Policy for additional information on driver safety. To become an approved driver, the following steps will be necessary: 1) Choose "Request" to access the course. 2) Launch the course and complete the driver authorization form, submit, and mark the form section complete. 4) Complete the online defensive driving training . 5) Approval to drive is granted after the DA2054 has been cleared by EHS of safety violations.

By taking this course, you are acknowledging that you have authorization from your supervisor to drive the type(s) of vehicles indicated on the DA2054 form. You understand that you may operate these vehicles anywhere in Lafayette, St. Martin, Acadia, and Iberia Parish within the course and scope of duties at the University and does not require an approved travel request unless I am requesting reimbursement of expenses, or the travel is not the ordinary travel to perform your job at UL Lafayette. For all other travel outside of this area, you must have an approved travel request.

Expired training is not included in section or curriculum progress percentage calculations

	<p>ORM Driver Authorization Form</p> <p>Status : Completed Due : No Due Date Training Hours : 10 min</p> <p>The ORM Driver Authorization Form is required prior to being granted driving privileges for UL Lafayette. Completion of this form enables the EH&S Office...</p>	Launch ▾
	<p>SC - Defensive Driving</p> <p>Status : Completed Due : No Due Date</p> <p>This is designed for all college faculty and staff. This course is a comprehensive tutorial designed for any employee who drives a work vehicle including both...</p>	Launch ▾