NON-LICENSED EMPLOYEE DRIVING MOTOR VEHICLES
AS AN EMPLOYMENT RESPONSIBILITY POLICY

**Purpose:** The purpose of this policy is to comply with the requirements of Utah Administrative Code R277-516-5.

**Policy:** All non-licensed employees of the Weber State University Charter Academy and any Weber State University Charter Academy employee who drives a motor vehicle, as part of his/her employment responsibilities must report to the Principal information regarding the following matters:

- Convictions, including pleas in abeyance and diversion agreements;
- Any matters involving arrests for alleged sex offenses;
- Any matters involving arrests for alleged drug-related offenses;
- Any matters involving arrests for alleged alcohol-related offenses; and
- Any matters involving arrests for alleged offenses against the person under Title 76; Chapter 5 (i.e., assault, battery, etc.

Employees of the Weber State University Charter Academy must submit required reports to the Principal within seven (7) days of the event necessitating the report.

Non-licensed employees driving motor vehicles as a part of employment responsibility must adhere to Weber State University PPM (5-31) regarding this matter:

A. Valid Driver License
   1. Any employee, agent, or volunteer of Weber State University must possess and maintain a valid driver license to operate a University vehicle, or operate a personal vehicle while performing University business.

B. Accident Involvement
   1. Any employee, agent, or volunteer involved in an accident while driving a University vehicle, or driving a personal vehicle on University business, shall provide full and complete notice of the accident to his/her supervisor and to the campus Risk Management Director immediately after investigation of the accident by the proper authorities.
   2. Any employee, agent, or volunteer involved in an accident while on University business shall not voluntarily make any payment, assume any obligation or incur any expense on behalf of the University.
   3. Any employee, agent, or volunteer who is involved in an accident wherein the employee is at fault (in whole or in part), or who is convicted of Driving Under the Influence of alcohol or drugs, or of Reckless Driving, shall not be allowed to operate any University vehicle, nor perform University business using a personal vehicle, for up to thirty days following the date of the accident or conviction. During that period a State Risk Management Fund approved Driver Education Program must be completed by that employee.

C. Driver Certification
   1. Every year, each administrator/supervisor must submit to the University Police a list verifying that all drivers under their direction or supervision who operate vehicles, University or personal, while on University business, possess valid and appropriate driver licenses. If there is a question concerning an employee’s driver license status, University Police should be contacted for verification of the status.
   2. Any employee or agent who must drive either a personal vehicle or a University vehicle as part of their duties must annually complete the State Risk Management Fund approved
Driver Certification.

3. Any employee, agent, or volunteer who *occasionally* drives either a personal vehicle or a University vehicle as part of his/her duties, or while on University business, must complete the State Risk Management Fund approved Driver Certification every three years.