Policy ID:	ADM-HUM-65 Status: C
Title:	Driver's License Policy
Description:	Employees must have valid Oklahoma driver's licenses while operating motor vehicles on University business.
Category:	Human Resources
Applies to:	Staff,Faculty,Student
Contact:	Human Resources.
Purpose:	The purpose of this policy is to outline requirements for all university employees who operate a motor vehicle while on University business.

Policy Statement: University of Central Oklahoma employees who operate a motor vehicle on University business must have a valid driver's license issued by the State of Oklahoma. Below are the procedures to ensure adherence to this policy:

(1) The University of Central Oklahoma may conduct a driver's license verification and status check on new employees selected for positions that involve operation of a motor vehicle. In addition, the University may conduct periodic driver's license verification and status checks on all employees in positions involving operation of a motor vehicle.

(2) Any new employee who has applied and been accepted for University employment and has verified possession of a valid driver license, who is subsequently determined not to have (or have had at the time of application) a valid Oklahoma driver's license, will be considered to have submitted false information and will therefore be subject to termination.

(3) An employee who is hired by the University of Central Oklahoma and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee must obtain a valid Oklahoma driver's license within 30 calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination.

> (a) With permission of the supervisor, student employees may operate a motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence/origin.
>
> (b) The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued by any of the other 49 United States and those issued by the country of origin of international students. The so-called International Driver's License is not recognized and does not constitute a valid driver's license for employment purposes.

(4) Current employees who operate a motor vehicle on University business shall notify their supervisor immediately upon receipt of any notification from the Oklahoma Department of Public Safety or any court of competent jurisdiction that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification within the specified time period may result in termination.

(5) Oklahoma law requires that holders of driver's licenses who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within ten days. University employees will be expected to comply with this provision of the law.

(6) If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction, and such action prevents the employee from performing any part of his or her regularly assigned work duties, that employee will not be permitted to operate a motor vehicle on University business until the license is fully reinstated, renewed, or additionally modified. Until the employee's

driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a motor vehicle, or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a motor vehicle on University business, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work, or a properly issued renewal license, must be presented to the supervisor.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

Approved on:	09/17/2012
Effective date:	09/17/2012
Keyword(s):	driver's license, ID, motor vehicle operation, verification, valid, driver, Oklahoma Department of Public Safety, reinstatement
Last review date:	09/11/2012
Date posted:	Sep 17 2012 5:52PM
Modified By:	
Date Modified:	Sep 17 2012 5:52PM