Maintain an Acceptable Driving Status to Operate University Vehicle

Employees who must drive a university-owned vehicle as an essential function of their position must meet the following requirements:

- Successfully complete all required driver training for the assigned vehicle;
- Maintain a three-year driver training requirement by completing university-required driver training; and
- Maintain an “acceptable” driving rating as defined by UT System Administration policy UTS157, Automobile Insurance Coverage for Officers and Employee and General Requirements for the Use of Vehicles.

When an “unacceptable” driver rating appears on the UT Driver Report from the Office of the Controller, employees will be given 30 calendar days to clear their driving records to an “acceptable” rating.

Employees who are unable to clear their driving records to an “acceptable” driver rating in 30 calendar days will be terminated. Employees who do not disclose to their supervisor that they are unable to drive will be subject to discipline, up to and including termination. Employees who receive any driving restrictions, such as installation of an interlock device, must tell their supervisor immediately.

All authorized drivers of university-owned vehicles must report to their supervisor if their driver’s license is suspended or revoked or if they received a Type A violation. An employee who fails to report this information shall be subject to disciplinary action, up to and including dismissal.

All authorized drivers shall promptly report to their supervisor if they have been involved in a Type B violation or an at-fault automobile accident while operating a university-owned vehicle for official university business.

Type A Violations:

- Criminal negligent homicide, first or second degree
- Murder with motor vehicle
- Driving while intoxicated
- Reckless driving
- Driving while under the influence of drugs
- Fleeing from police officer
- Drag racing/speeding contest felony use of commercial motor vehicle (CMV), controlled substance
Maintain an Acceptable Driving Status

- Aggravated assault with motor vehicle felony use of CMV
- Driving while license suspended
- Driving while license disqualified, CMV

For the purposes of this policy, the definition of a DUI/DWI conviction means: being convicted, receiving a probated sentence, or pleading no contest for driving a commercial or non-commercial vehicle under the influence of alcohol or drugs, while intoxicated.

Type B Violations:

Type B violations are all moving traffic violations not listed above as a Type A violation. Type B violations do not include non-moving administrative offenses, such as outdated inspection stickers, no proof of insurance, or license plate missing.