



The Texas A&M University System Vehicle Driver Guidelines

As a state entity, The Texas A&M University System has an obligation and responsibility to ensure employees using automobiles for state business are appropriately licensed and safe drivers. All employees who drive vehicles on state business, from those who operate vehicles daily to those who rarely or never drive a vehicle, also share in this responsibility.

Under System Regulation 33.99.14, every employee is responsible for notifying their supervisor of any criminal arrests, criminal charges or criminal convictions. This includes the driving related offenses such as the following:

- Driving under the influence
- Negligent homicide arising out of the use of a motor vehicle
- Aggravated assault with a motor vehicle
- Operating a motor vehicle during a period of suspension or revocation of an operator's license
- Using a motor vehicle for the commission of a felony
- Operating a motor vehicle without the owner's authorization
- Permitting an unlicensed person to drive
- Reckless driving
- Speeding contest
- Hit and run (bodily injury and physical damage) driving

If an employee is arrested, charged or convicted regarding any of these offenses, Regulation 33.99.14, requires the employee to notify their direct supervisor and a review of the offense be completed and resultant disciplinary actions taken if warranted. Failure to report one of these instances to a direct supervisor can be grounds for termination.

In addition, if as part of a person's employment, an employee is required to drive on System business, employees are expected to notify their direct supervisor in any instance when their driver's license is suspended or revoked. Employers may elect to periodically verify employees are still authorized to operate a motor vehicle by verifying the individual is still a licensed driver.