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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
OFFICE OF MANAGEMENT AND FINANCE

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HUMAN RESOURCES MEMORANDUM NO. 2011-026

TO: All Employees of the Office of the Lieutenant Governor (OLG) / Department of Culture, Recreation, and Tourism (DCRT)

FROM: Rikki Nicole David, PHR (RND)
Human Resources Director

SUBJECT: Revised HR Policy #2H-0104 – Vehicle Operation Policy

DATE: September 6, 2011

HR Policy #2H-0104 – Vehicle Operation Policy has been revised, effective August 31, 2011. The specific revisions include:

- Codifying the prohibition against smoking in any State vehicle (whether owned, rented, or leased);
- Adding the following Office of Risk Management (ORM) requirements:
 1. A new employee that comes to work for OLG/DCRT from out-of-state must provide a certified copy of his/her driving record from their previous State of residence at his/her own expense; and
 2. Any employee who is authorized to drive on State business, and who is convicted of a moving/accident violation, must re-take the driver course within 90 days of the conviction date.

The revised policy may be accessed on OLG/DCRT's intranet (Channel Z), which is located at <http://www.crt.state.la.us/HR/Policies.aspx>.

Supervisors, please make the policy available to your employees who may not have email access.

Safety Managers, please ensure that your Safety Manuals are updated to include this revised policy.

Should you have questions, please contact the Human Resources Division at (225) 342-0880.

RND:ch

Attachment

c: Personnel Liaisons

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