

The background of the slide is a photograph of a university campus. It features large, mature trees with green leaves, a paved walkway, and a person in the distance. A semi-transparent yellow horizontal band is positioned across the middle of the image, serving as a backdrop for the text.

# LSU

**Risk Management**

## ***Risk Management Updates for Business Managers***

October 2026

# The Office of Risk Management



## Division of Finance

Our mission: assist the University to thoughtfully, **proactively, and collaboratively** evaluate and manage risks, leveraging opportunities and mitigating adverse effects.

Risk Identification, Analysis & Management

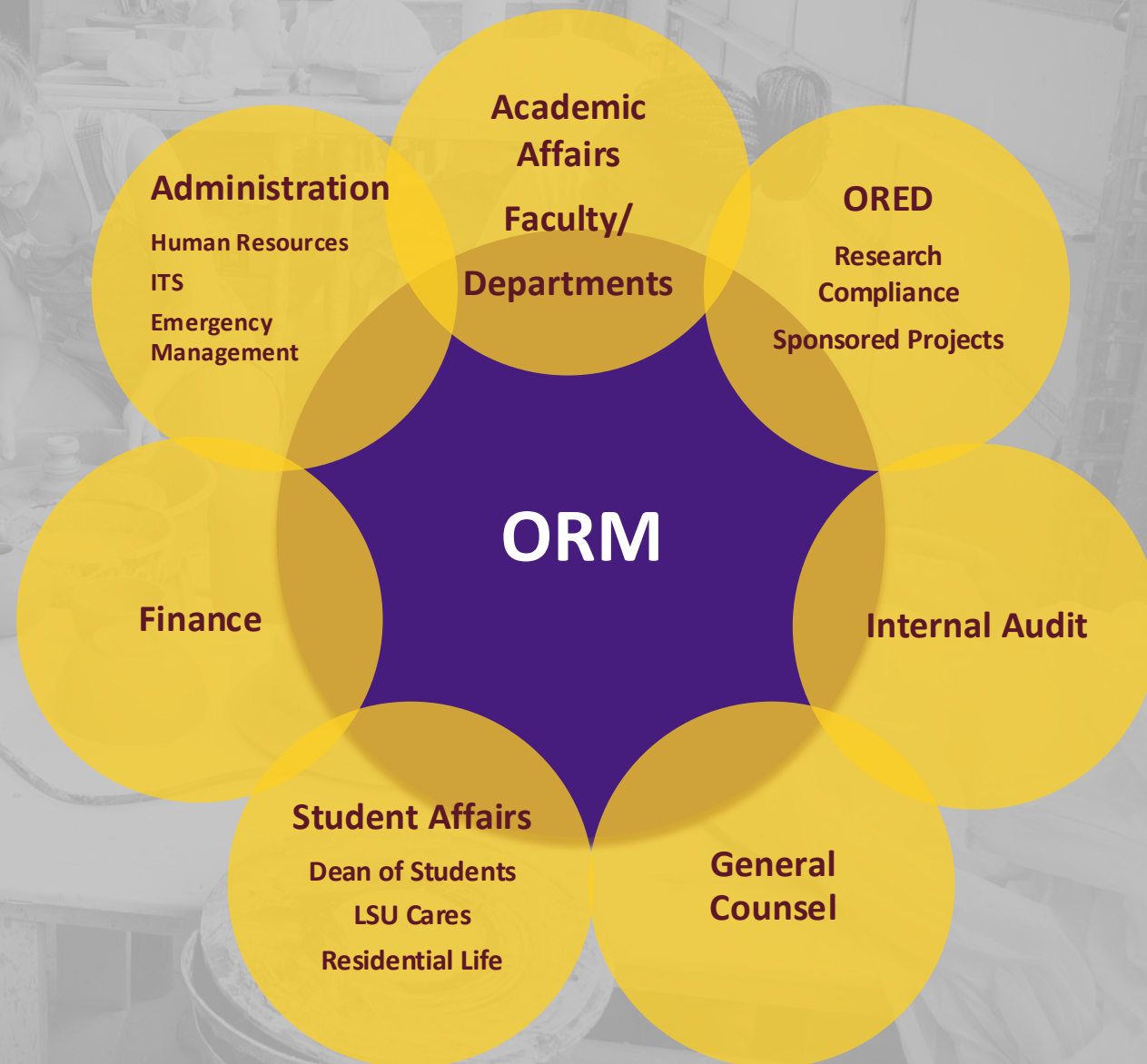
Risk Financing, Insurance & Claims Administration

Risk Control and Mitigation

Risk Management Compliance

# Strategic Internal Partnerships

“You can’t influence behaviors through policies, procedures, and policing. We can only do it through a strong risk management culture”



# Risk Management FASOPs

New and updated procedures for the LSU risk management program.

## **RM-01**

### **Risk Management**

How units work with Risk Management: support, insurance, claims, contracts, and incident reporting.

## **RM-02**

### **Risk Management Framework**

How the University assesses and finances risk, based on ISO 31000.

## **RM-03**

### **Transitional Duty Employment**

A return-to-work program for employees with a compensable work-related injury.

## **RM-04**

### **Driver Authorization**

Authorization and requirements for employees and students who drive on University business.

# **When Units Engage Risk Management**

Everyone is a risk manager. Units engage ORM for significant, unusual, or uncertain exposures, including:

**Insurance & Proof of  
Insurance**

**Non-standard contracts &  
agreements**

**New or unusual programs &  
activities**

**Elevated-risk activities &  
large events**

**Participant waivers &  
releases**

**Significant changes or  
acquisitions**

# Insurance & Claims Administration

## Property



Buildings and Contents



Boilers, Machinery, and Equipment



Fine Art, Archives, Reference Books, etc.



Crime and Theft



Auto Physical Damage

## Workers Compensation



Medical Benefits

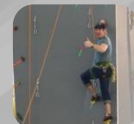


Indemnity Benefits  
(Loss Time)



Employers Liability

## Liability



Bodily Injury



Property Damage



Breach (Cyber)



Wrongful Acts (Termination)



Actual or Alleged Error



Omission, Acts,  
Misstatements



Breach of Duties

## Specialty, Accident & Travel



Travel Accident



International Travel  
Assistance Services



Special Event

# An ISO 31000 Framework

1 Scope, context & criteria

2 Risk identification

3 Risk analysis

4 Risk evaluation

5 Risk treatment

6 Monitoring & review

7 Recording & reporting

Scalable to any unit, project, or initiative

Communication and consultation with stakeholders throughout. A risk owner is identified for every risk.

# Scoring & Treating Risk

Score = Likelihood × Impact, assessed as residual risk.

## Risk Rating

Minor 1 – 6

Moderate 7 – 15

Major 16 – 25

## Treatment Options

Avoid

Reduce

Transfer

Accept

Treatments are selected with stakeholders and consider Total Cost of Risk. Risk transfer is accomplished through insurance and contractual terms (FASOP RM-01).

# Transitional Duty Employment

## Purpose

A safe, timely return to work after a compensable work-related injury.

## Eligibility

Workers' Compensation with restrictions of seven days or more; up to six months.

## Administration

Coordinated by ORM with HRM and supervisors

## New Enhancements

Task bank, early outreach, supervisor training, and an ADA off-ramp.

*Separate from ADA and FMLA. Under review with HRM and OGC.*



Office of Risk Management

# Driver Authorization

What's Changed and How It Works

[vehicles@lsu.edu](mailto:vehicles@lsu.edu) | 225-578-3283

# Why the Change

Driver Authorization has been revised under FASOP RM-04

1

## Less paperwork

Annual renewals retired.  
One form, once.

2

## Lower costs

Louisiana records at no  
cost to departments.

3

## Safer drivers

Records monitored  
continuously, not once a  
year.

# What Changed

We had an online process; this is an improved one

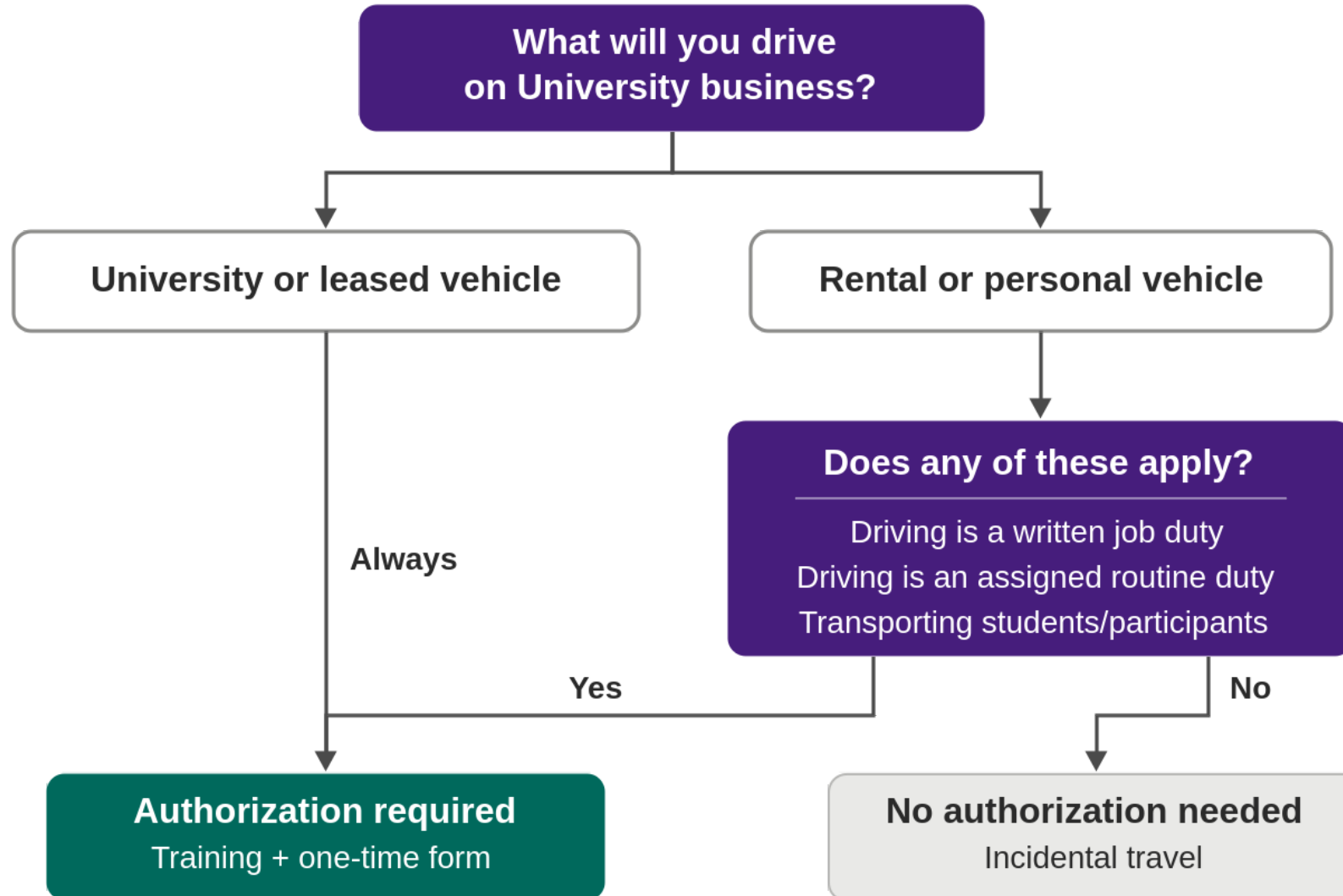
## BEFORE

- New form every year
- Records checked once a year
- Renewals to track for every driver
- Lapses found after the fact

## NOW

- One form, once; authorized on submission
- Continuous record monitoring
- Automated renewal reminders
- Live department dashboard

# The Driver Authorization Decision Chart



# Becoming Authorized: Two Steps, No Waiting

## 1 Complete the LSU A&M Driver Training

22 questions, open book. Your pass email includes your completion date.

## 2 Submit the Request Form, one time

Enter the training date from your pass email.

**Authorized on submission**

No waiting period. Notifications go out automatically.

**LSU**  
**Driver Authorization Request Form - NEW**

Complete this form to begin the LSU Driver Authorization process. This process helps ensure that individuals driving on University business are properly licensed, trained, and authorized in accordance with LSU policy.

Driver Authorization is required for:

- individuals operating University-owned vehicles
- driving rental or personal vehicles as part of assigned University duties
- transporting LSU students or program participants on University business

Incidental travel in rental or personal vehicles, such as driving to meetings, conferences, airports, hotels, or other work locations, generally does not require Driver Authorization unless students or program participants are being transported.

Authorized Drivers may include LSU faculty, staff, student employees, graduate assistants, teaching assistants, approved non-employee drivers, and others approved by the Office of Risk Management. Drivers must complete the required training and submit the Driver Authorization Request Form before operating covered vehicles on University business.

Once submitted, you, your supervisor, and your department contact may receive email notifications regarding authorization status updates, training renewals, requests for additional information, and other important changes related to your driving eligibility.

**Department Information:**

Department Vehicle Use Contact Name  
If your department has a specific person who oversees all vehicle usage for your department, please input their information below.

Department Vehicle Use Contact Email (@lsu.edu)  
If your department has a specific person who oversees all vehicle usage for your department, please input their information below.

LSU Department \*

Cost Center

**Driver Eligibility Notice**

Driver Authorization may be suspended, revoked, or removed at any time due to motor vehicle record reviews, failure to complete required training, or other issues that may affect driving eligibility on University business. Drivers are responsible for notifying their supervisor or department contact of any changes that could affect their authorization status, including license suspension, revocation, expiration, or major driving violations.

**Data Authorization \***

I authorize that all information provided on this form, including any and all personal, financial and academic data may be shared with the LSU Risk Management and University Insurance, claims and vendors. This data will be securely retained indefinitely. To learn more about privacy at LSU, please see the LSU Privacy Statement - [www.lsu.edu/privacy](https://www.lsu.edu/privacy)

☐

**Electronic Submission Acknowledgment \***

By electronically submitting this form, I certify that my submission has the same effect as my signature.

☐

Type of MVR Request

[SmartSheet Privacy Notice](#) [Report Abuse](#)

This form is protected by eSafelyTech and the Google Privacy Policy and Terms of Service apply.

*The one-time request form*

# What Happens After Submission

## Provisional Approved

Authorized immediately



## MVR Obtained

LA records free; out-of-state fees to the worktag



## Approved

Clean record; monitoring begins

### If a record comes back with issues

Risk Management reviews and may suspend or deny. Everyone involved is notified; details stay with our office.

# Continuous Monitoring and Automated Renewals

## Monitoring

- Records watched year-round
- No action needed from anyone
- Record details never shared with departments

## Training renewals

**3 yrs**

full-time

**1 yr**

part-time + students

- Reminders arrive before training expires
- Renew through a secure emailed request

# What Your Drivers Received

The driver confirmation emails went out before this webinar

## **An email from Smartsheet Automation asked every current driver to:**

- Confirm they still drive for the University, or ask to be removed
- Indicate commercial vehicle or 12/15-passenger van use

## **What to tell a driver who asks**

- It is legitimate; a few clicks keeps their authorization active
- A second email is going out shortly to those still pending
- No response: authorization remains good for one year from their last MVR, then a new form submission is required

# Suspensions Fix Themselves (Usually)



## Suspended - Expired Training

Retake the questionnaire, submit the new date. Auto-reinstated.



## Suspended - Expired License

Enter the renewed license date. Auto-reinstated.



## Suspended or Denied

Set by Risk Management; we contact the driver directly.

# Department Vehicle Contact Role and Dashboard

## Dashboard Provides

- Drivers and statuses, live
- Department, worktag, position
- Your contact info and handoff
- Certify van familiarization (optional)
- Remove a driver who no longer drives

Department Vehicle Contact List by Department Cont (View Only) : **LSU** Report Abuse Help

### Authroized Drivers by Department Vehicle Contact

Welcome to your driver dashboard. This view shows the Authorized Drivers who listed you as their department vehicle use contact on the Driver Authorization Request Form. Each row displays the driver's current status, training expiration, and van training progress in real time.

Click any driver to open their details panel and make updates: department, driving worktag, position classification, appointment length, and your contact information. You can also certify van familiarization and check Remove Driver when someone no longer has a University driving role — removals and certifications are recorded automatically, and the driver and supervisor are notified. Department contacts do not have access to driver's license or motor vehicle record information; those records are maintained solely by the Office of Risk Management.

Not seeing a driver you expect? Drivers appear by matching the email they entered on the form. Go to your [Smartsheet Profile](#) (bottom left hand corner), select Personal Settings > Manage email addresses, and add any additional addresses you use, such as LSU vanity emails.

Questions: [vehicles@lsu.edu](mailto:vehicles@lsu.edu) | 225-578-3283

[Authorized Driver Program Webpage](#)  
[Click Here to Access Full Page Driver View](#)

☆ Drivers by Department Vehicle Use Contacts ⓘ

Filter

| Approval Status                    | First Name | Last Name | Email Address                                            | Position Classification | LSU Department      | Training Expirati<br>Date |
|------------------------------------|------------|-----------|----------------------------------------------------------|-------------------------|---------------------|---------------------------|
| Provisional Approved - New Request | James      | Robertson | <a href="mailto:robert113@lsu.edu">robert113@lsu.edu</a> | Student Worker          | Biological Sciences | 08/20/27                  |
| Provisional Approved - New Request | James      | Robertson | <a href="mailto:robert113@lsu.edu">robert113@lsu.edu</a> | Student Worker          | Biological Sciences | 08/20/27                  |

# New: 12- and 15- Passenger Van Requirements

Two things before transporting passengers

## 1. Van safety training

Assigned when a driver indicates van use; arrives by email within two business days.

## 2. Vehicle familiarization

Hands-on time with the department's van, once. The supervisor or department contact certifies it.



*Loaded vans handle differently and carry elevated rollover risk, usually with students aboard.*

# Why We Take Vans Seriously

The federal safety record behind the requirement



*NHTSA advisory, reissued repeatedly since 2001*

**3x** the rollover rate with 10 or more occupants aboard

## A loaded van is a different vehicle

Passengers and cargo shift the center of gravity up and to the rear, so panic maneuvers become rollovers.

## Seat belts decide who survives

Most occupants killed in van rollovers were not wearing them. Belted before moving, every seat.

# General Vehicle Use Rules

Highlights only; the full rules live on the Vehicle Use Procedures page

## On the road

Seat belts for everyone, every trip. Obey all laws; drivers own their violations. Hands-free only (La. R.S. 32:59). Never drive impaired.

## Vehicles and insurance

No personal use of University or rented vehicles. Personal vehicle: your insurance is primary. Rent on the State contract or the department owes the \$1,000 deductible.



*Same rules, every vehicle, every trip.*

# Plan the Drive: Fatigue Is a Risk Factor

Build long trips around rest, not around the deadline



## Green: take a break

A break in driving is needed by this range.

## Red: the day's limit

The general limit for a day's driving from campus. Avoid driving past 11:00 PM.

## Going farther or later?

Use charter bus services on master contracts through Procurement.

# If There Is an Accident

Every accident, major or minor

1

## Contact law enforcement

Call police from the scene (Once you are safely parked), get the report or reference number

2

## Exchange information; admit nothing

Names, insurance, photos. Never admit fault or promise payment

3

## Submit the online accident report

Notify Risk Management promptly through the claims reporting page on our website



*The police report is what the insurance claim needs.*

*Proof of insurance is not required in University vehicles; it can be downloaded from our webpage if needed.*

# After the Report: Auto Liability Claims

What Risk Management handles, and what we need from you

## **We coordinate the claim**

LSU's auto liability coverage runs through Risk Management and we manage the claim from report to resolution

## **Refer everyone to us**

Anyone claiming injury or damage, any insurer: send them to Risk Management. Never negotiate or promise payment

## **Forward legal papers immediately**

Lawsuits, demand letters, and attorney correspondence have deadlines; same-day forwarding protects the University and the driver

# What We Ask of Departments

Nothing requires immediate action; these are the ongoing habits

## **Review your roster**

Use Remove Driver when someone no longer drives

## **Point new drivers to the page**

Training, form, and chart in one place

## **Give out-of-state drivers the worktag**

Needed before they submit the form

## **Certify van familiarization**

One click from the email or dashboard

# Upcoming Risk Management Webinars

**1** Property Claims Process - Oct. 21, 2026

**2** Risk Associated with AI - Nov. 19, 2026

**3** Processes Agreements - Dec. 8, 2026

**4** Slow Moving Vehicles - Jan. 5, 2027

**5** Workers Compensation - Feb. 16, 2027

**6** Youth Program Updates - March 16, 2027

**7** Risk Assessment Basics - April 6, 2027

Want us to cover a topic?  
Contact: [riskmanagement@lsu.edu](mailto:riskmanagement@lsu.edu)

# LET'S CONNECT!



Follow the LSU Office of Risk Management on LinkedIn for updates, resources, and important announcements.

[www.linkedin.com/company/lsu-office-of-risk-management](https://www.linkedin.com/company/lsu-office-of-risk-management)