



UNIVERSITY of ROCHESTER

License Event Notification Service (LENS Program)

- I. **Date of Initiation/Revision:** September, 2012
- II. **Procedure Subject:** License Event Notification Service (LENS) is a program which enables you to monitor the New York State license records of employees who drive University of Rochester vehicles.
- III. **Scope/Background/Purpose:** LENS is a data service that gathers information daily from DMV's driver license file and then reports new information to HR Administrator who then reports the information to Department Administrator/Department Director.
- IV. **Procedures:**
 1. Each Director will need to assign a department administrator to track all employees within their group that are required to drive a university vehicle. The list of employees should be the same as those that are required to participate in the Safer Driver Program which is administered by the Office of Counsel.
 2. On an annual basis, the department administrator will be responsible for identifying employees within your group who will be required to drive as part of their job duties. The director will work with the administrator to review this list and determine who will be considered qualified per the Safer Driver Program guidelines. If deemed qualified, the department administrator will include the employees name on a predefined spreadsheet which will be submitted to the HR administrator.

The HR administrator will be the liaison for the Safer Driver Program and LENS Program.
 3. In May, the department administrator and department director will be required to review the spreadsheet of all employees qualified to drive a university vehicle per the guidelines of the Safer Driver Program within their department. Once the list has been confirmed for the fiscal year, a copy of the spreadsheet should be submitted to the HR administrator by June 1st.
 4. The department administrator will need to notify the HR administrator each time an employee within your group needs to be added or deleted on a rolling fiscal year.
 5. The HR administrator will notify the department administrator who will then work with the department director to determine if they are still qualified to be a participant of the Safer Driver Program and drive a university vehicle.
 6. If applicable, the department director will notify employee or supervisor they are no longer qualified to drive a university vehicle based on the guidelines. In addition, the department administrator will notify the HR administrator of the employee's name who is no longer qualified and effective date of the change.
- V. **Definitions:** LENS – License Event Notification Service, HR – Human Resources