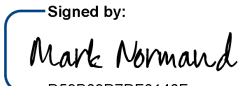




State of Louisiana
 Department of Conservation and Energy
 Administrative Policy No. 5

Issuing Agency	Louisiana Department of Conservation and Energy (C&E)
Policy Title	Water Vessel Operator Safety Program
Policy Number	Administrative Policy No. 5
Effective Date	March 2008
Revised Date	June 2026
Applies To	All unclassified and classified employees of the Louisiana Department of Conservation and Energy
Approval	<p>Signed by:  <small>D53B03D7DF0140F...</small> Undersecretary, Department of Conservation and Energy</p>

- I. **AUTHORITY:** The Office of Risk Management (ORM) has developed for statewide implementation a comprehensive Loss Prevention Program as required by La. R.S. 39:1543. The Water Vessel Operator Safety Program is part of this overall program and is required by LAC Title 37.

- II. **PURPOSE:** The State of Louisiana, through the Office of Risk Management (ORM), has established a self-insurance program for state-owned and operated water vessels. The purpose of the Water Vessel Operator Safety Program is to promote accountability and safety awareness among operators and passengers, ensure proper control and use of water vessels, and reduce the State’s exposure to loss, liability, and associated costs.

- III. **POLICY:** The Department of Conservation and Energy (C&E) is committed to fulfilling its responsibilities as an agency that owns and operates water vessels by implementing and maintaining a Water Vessel Operator Safety Program in accordance with ORM loss prevention and safety guidelines.

This policy establishes requirements for the identification, authorization, and training of C&E employees whose job duties involve operating or traveling in water vessels. It also outlines reporting requirements related to water vessel operations and defines the roles and responsibilities of individuals involved in implementing and monitoring the program.

- IV. **APPLICABILITY:** This policy applies to all Department of Conservation and Energy (C&E) employees who operate, travel in, or are otherwise associated with the use of C&E-owned, leased, or hired water vessels.

Only authorized C&E employees may operate a water vessel. Operators are limited to operating only the type(s) of water vessel for which they have received proper authorization and training.

Employees who are not authorized operators may assume control of a water vessel only in the event of an immediate emergency (e.g., boating accident or operator incapacitation).

Employees in training may operate a water vessel only when accompanied by and under the direct supervision of an authorized water vessel operator.



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- V. HIGH-RISK OPERATORS:** Employees designated as high-risk operators shall not be authorized to operate a C&E-owned, leased, or hired water vessel. Employees so designated shall be notified in writing that they are not authorized to operate such vessels for a minimum of twelve (12) months from the date of discovery, and that they are required to retake the initial BoatUS (or other NASBLA-approved) course within ninety (90) days of discovery. Additionally, the high-risk operator's immediate supervisor and Safety Coordinator shall be notified in writing that the employee shall not be given authority to operate a water vessel on C&E business.

A high-risk operator is an employee:

- Having three (3) or more convictions, guilty pleas and/or nolo contendere pleas for moving violations within a twelve-month period; or
- Having a single conviction, guilty plea or nolo contendere plea for operating a vehicle/water vessel while intoxicated/under the influence, hit and run driving, vehicular negligent injury, vehicular homicide, reckless operation or similar violation within the previous twelve-month period.

The C&E Boater Safety Coordinator, in collaboration with the Human Resources Director, shall determine when an employee should be designated as a high-risk operator. This shall be determined upon hire, during annual reviews, or upon receipt of information identifying the aforementioned conviction(s) or plea(s).

VI. AUTHORIZATION:

- A. Before an employee can be authorized to operate a C&E water vessel, the following requirements must be satisfied:
1. The employee must have a supervisor-identified business need to operate a water vessel to perform their C&E job responsibilities;
 2. The employee must have on file a fully completed Form DA 2066-Vessel Authorization/Operator History (attached);
 3. The employee must sign an Acknowledgment of Responsibility to document understanding of his/her responsibilities as an authorized water vessel operator;
 4. The employees' water operating (WOR) and official driving (ODR) records for the past twelve (12) months must be reviewed to ensure the employee is not a high risk operator;
 5. The employee must satisfactorily complete the online or in person Louisiana Better Boating basic safety training course; and
 6. The employee must demonstrate proficiency and satisfy performance standards in operating a water vessel.
- B. On-the-job training and evaluation of the employee's ability to safely and effectively operate a water vessel will be provided during the employee's first ninety (90) days of employment, upon determining an existing employee's business need to operate a water vessel or upon assessing of the need for additional training. The employee's supervisor or designee will conduct this training/evaluation and is responsible for completing the Qualifying Certification form which is to be filed with the C&E Boater Safety Coordinator.
- C. Authorization to operate a water vessel will be effective for a period of one (1) year upon satisfaction of the foregoing requirements.

- VII. AUTHORIZATION RENEWAL REQUIREMENT:** C&E will conduct an annual review of all authorized water vessel operators' water operating and official driving records. If an employee's status has changed to that of a high-



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risk operator, renewal of their authorization to operate a water vessel shall be denied. Similarly, if an employee cannot safely operate a water vessel due to a medical condition or medication, renewal of their authorization shall be denied.

Authorized water vessel operators must retake and satisfactorily complete the Louisiana Better Boating safety training refresher course every three (3) years. The refresher is now available via SuccessFactors as "ORM Safe Boating in Louisiana – Refresher".

VIII. REPORTABLE EVENTS: The following events or circumstances are to be reported by the operator immediately upon occurrence or knowledge through the supervisory chain of command:

- A. All water vessel accidents, regardless of fault, injury or property damage, occurring in a C&E-owned, leased, or hired water vessel;
- B. All citations and/or arrests for any violation of law while operating a C&E-owned, leased, or hired water vessel;
- C. All arrests, pleas and convictions for driving while intoxicated/under the influence, whether on or off-duty and whether such occurs while operating a C&E or personally owned vehicle or water vessel;
- D. All pleas and convictions for moving violations, hit-and-run driving, vehicular homicide, vehicular negligent injury, reckless operation or similar violations;
- E. Diagnosis of any physical, mental or other medical condition which impairs the ability to safely operate a water vessel;*
- F. Use of medications which cause drowsiness or impair the ability to safely operate a water vessel;* and
- G. All conditions which cause the water vessel to be unsafe to operate, including the absence or non-functioning of required safety equipment.

**This information will be reported to the Human Resources Division and handled with appropriate concern for confidentiality and in compliance with prevailing privacy laws.*

IX. ACCIDENT INVESTIGATION AND REPORTING: All water vessel accidents, regardless of fault, injury or property damage, occurring in a C&E-owned, leased, or hired water vessel must be reported. Incidents or occurrences which result in damage by or to a water vessel or its equipment, injury or loss of life to any person, capsizing, foundering, flooding, fire, explosion and disappearance of a water vessel other than by theft also must be reported.

All such accidents and incidents shall be reported by the operator as soon as possible through the supervisory chain of command, but in no event later than the day of occurrence. As required by La. R.S. 34:851.10, boating crash incidents must be reported if they result in the death or injury of anyone or in property damage over \$500. The operator must give notice of the boating crash or incident immediately, by the quickest means possible, to the Louisiana Department of Wildlife and Fisheries (LDWF), the nearest law enforcement agency, or the State Police. To contact LDWF in an emergency, call 1-800-442-2511.

For all water vessel accidents, a LDWF Operator Boating Incident Report (DWF-BIR-010-OP) must be completed and timely submitted through the supervisory chain of command and, if required, to LDWF. The operator's supervisor is responsible for reviewing the report to ensure the completeness of the report and assist the operator, if necessary, in completing the report. The operator must submit the report to LDWF within five (5) days of the boating incident.



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X. POST-ACCIDENT DRUG TESTING: Any operator involved in an accident while operating a C&E-owned, leased, or hired water vessel shall be required to submit to drug and alcohol testing if:

- The accident results in fatality or serious bodily injury; or
- The accident involves circumstances giving rise to a reasonable suspicion that the accident may have involved the operator's drug or alcohol use and the operator's action or inaction may have been a causative factor.

Only the Secretary or authorized designee shall require an employee to submit to post-accident testing. Generally, this decision will be based upon the recommendation of supervisory personnel who have objectively and thoroughly reviewed the circumstances of the accident. The operator's supervisor is responsible for fully documenting the facts upon which the recommendation for testing is made.

XI. RESTRICTIONS ON USE OF VESSELS: C&E-owned, leased, or hired water vessels shall be used only to conduct official C&E business activities. Use of such vessels for personal reasons is strictly prohibited.

People who are not employed by nor under contract with C&E shall not operate and generally, will not be transported in C&E-owned, leased, or hired water vessels. However, on occasion, it may become necessary to transport stakeholders, news media personnel or others in a water vessel for C&E business purposes. Prior approval of the Secretary or authorized designee is required to do so, and these individuals are required to execute a Hold Harmless Agreement which is to be filed with the C&E Boater Safety Coordinator.

XII. VESSEL INSPECTIONS AND REPAIRS: A monthly inspection shall be performed on all water vessels, regardless of size, and corrective action for all identified deficiencies shall be performed and documented. Items to be inspected shall include, but are not limited to:

- Audible signaling device
- Communication devices
- Damage to a vessel
- Fire extinguishers
- Flares
- Lighting
- Personal floatation devices
- Trailers

XIII. CORRECTIVE/DISCIPLINARY ACTION: For safety and accountability, the disciplinary process authorized by the Civil Service Rules will be used to address non-compliance with the requirements of this policy. Disciplinary action will be imposed only after a full and complete investigation. In addition to corrective action, an employee may be required to undergo additional training in operating a water vessel.

In the event an employee cannot achieve or maintain proficiency in operating a water vessel or is designated a high-risk operator, termination of the employment relationship may be the course of action taken unless an alternative position is available that does not require operation of a water vessel.

XIV. CLAIMS REPORTING: The State of Louisiana, through the Office of Risk Management, may provide insurance coverage for bodily injury and/or property damage caused by operation of a C&E-owned, leased, or hired water vessel. For this reason, property and/or general liability claims must be timely submitted in writing to ORM. A completed copy of the Operator Boating Incident Report, Authorization/Operating History Form (DA 2066) and Water Operator Record (WOR) shall be submitted with the claim to ORM as soon as possible.



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All claims, demands, notices, citations, summons, lawsuits or other legal documents filed against C&E by a third party shall immediately be forwarded to ORM's Claims Unit for handling.

XV. ROLES AND RESPONSIBILITIES:

A. Secretary:

1. Requires and implements the C&E's Water Vessel Operator Safety Program;
2. Stresses the importance of water vessel safety to all employees; and,
3. Ensures that state-owned, leased, or hired water vessels are used only to conduct official C&E business activities.

B. Supervisors:

1. Identifies and authorizes the employees required to operate water vessels to perform customary job duties;
2. Allows only authorized employees to operate C&E-owned, leased, or hired water vessels;
3. Provides time for each authorized water vessel operator to attend complete the "BoatUS" (or other NASBLA-approved) basic safety training course and refresher courses;
4. Ensures that all vessels, equipment, supplies and required safety devices are functional and in good operating condition;
5. Ensures that all water vessel policies and procedures are followed;
6. Ensures the accuracy and timely submission of required reports;
7. Assists in conducting accident investigations;
8. Recommends that an employee's authorization to operate a water vessel be withdrawn for negligence, reckless operation, safety violations, citations or due to medical reasons; and
9. Recommends disciplinary action for operators violating this policy.

C. Employees-Operators:

1. Secures supervisory authorization prior to operating a water vessel;
2. Satisfactorily completes the "BoatUS" (or other approved National Association of State Boating Law Administrators) Louisiana Better Boating classroom basic safety training and refresher courses;
3. Operates only the class of water vessel for which he/she is authorized;
4. Allows only authorized individuals to be transported in a water vessel;
5. Safely operates the water vessel in accordance with law, regulation and departmental policy;
6. Ensures that the vessel, equipment, supplies and required safety devices are functional and in good operating condition; and
7. Ensures that accidents, incidents, property damage, violations and unsafe conditions are timely and properly reported.

D. C&E Boater Safety Coordinator: Responsible for planning, organizing, directing and monitoring C&E's Water Vessel Operator Safety Program to ensure that:

1. Policies and procedures are established and implemented;



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2. Training courses are conducted and documented;
3. Official Driving Records (ODRs) from the Office of Motor Vehicles and Water Operator Records (WORs) from the Department of Wildlife and Fisheries are reviewed and maintained;
4. Authorization/Operator History (DA 2066) forms are annually signed by the Agency Head or designee;
5. "BoatUS" (or other approved National Association of State Boating Law Administrators) safety training and required refresher courses are timely taken by authorized operators;
6. Accidents are reported, investigated and properly documented; and
7. Employees satisfy all requirements before being authorized to operate a water vessel.

XVI. VIOLATIONS: Any employee violating the terms of this policy through misuse or abuse of the fuel card will be subject to disciplinary action up to and including termination of employment.

XVII. EXCEPTIONS: Exceptions to this policy must be approved in writing by the Undersecretary.

XVIII. QUESTIONS: Any questions regarding the interpretation, application or requirements of this policy should be directed to the C&E Boater Safety Coordinator.

XIX. REVISION HISTORY:

Date	Action
March 2008	Policy Established
April 2014	Policy Revised
June 2019	Policy Revised
June 2026	Policy Revised: Agency name updated, Sections II, III, IV and IX updated.