

## **Georgia College & State University Motor Vehicle Use Policy**

### **Policy Statement:**

GCSU's Motor Vehicle Policy ensures all employees who drive a University/State of Georgia vehicle or drive their personal vehicle on university business regardless of the frequency shall have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening and annual training based on nature of the driving requirements associated with the employee's position.

Any university employee who receives a payroll check from the University is affected by this policy including all student and part time casual labor employees. This policy also applies to any volunteer that is responsible for driving as a part of their volunteer role for the university.

### **Policy Purpose:**

GCSU employees may have work assignments that involve driving a vehicle to accomplish university business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, the University System of Georgia established a Motor Vehicle Use Policy which sets driving qualification standards for USG drivers and requires training and other appropriate action for employees who fall outside those standards.

### **Definitions:**

**State of Georgia Vehicle:** A vehicle purchased through state funds or rented or leased using state funds. For the purposes of this policy, a State of Georgia vehicle also includes university-owned, controlled or donated vehicles.

**GCSU Employee:** Includes all faculty, staff and students that receive a paycheck from GCSU.

**Volunteer:** A person with a defined responsibility that provides volunteer services to the institution.

**Motor Vehicle Record (MVR):** A report from the agency that issues driver's licenses, listing accidents and violations that appear on the driver's driving record.

**Drivers License:** A license authorizing the bearer to drive a motor vehicle.

**Rental Vehicle:** A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle; which is owned by another person or company. The owner of the vehicle may be referred to as the lesser and the party paying to use the property as the lessee or renter.

**DOAS:** The Department of Administrative Services is a state agency that offers centralized state purchasing and associated training, management of the State's fleet, risk management services, mail and courier service, and the redistribution and disposal of State personal property.

**Driver:** The operator of a motor vehicle.

### **Applicability of the Policy:**

**1) To which departments, schools, or areas of the institution does the policy apply?**

This policy applies to all GCSU employees that drive vehicles in the course of performing the duties of their job. This includes driving golf carts on our campus.

**2) What issues or topics are related to the content of the policy?**

The Motor Vehicle Policy is based on the University System of Georgia Motor Vehicle policy located at <http://www.usg.edu/hr/manual/> and is required under BOR policy and the training is defined on the States Department of Administrative Services (DOAS) site. <http://www.doas.georgia.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>

### **Reason for the Policy:**

- 1) **Why is the policy needed?** The university system of Georgia has recently approved the motor vehicle use policy to comply with state of Georgia Department of Administrative Services (DOAS) requirements. Therefore all employees of GCSU who wish to use university/state owned of Georgia Vehicles, university owned or controlled vehicles or rental vehicles for USG/GCSU business or drive on university business using their own vehicles regardless of frequency of driving, should be appropriately licensed and meet acceptable driving standards as defined within the policy. The level of driver screening will be based upon the driving requirements. GCSU student employees and employees driving utility carts on campus are also subject to this policy and training. Driving to and from work is not considered part of the job and would not considered university driving for purposes of this policy.
- 2) **Which institutional objectives will the policy uphold?** Compliance with state and Board of Regents policy.
- 3) **Are there any internal or external requirements that mandate, inform or support the policy?** The University System of Georgia policy on Motor Vehicles as well as DOAS Risk Management requirements.

### **Proposed Outcome:**

- 1) This policy will aim to educate employees on the procedures associated with driving on university business and all the responsibilities associated with driving a vehicle while working for the state of Georgia.
- 2) The long term goal of this policy is to ensure safe driving and security of employees on university business.
- 3) Increased education will improve understanding of procedures associated with driving while on university business.

### **Related Policies:**

- <http://www.doas.georgia.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>
- [http://www.usg.edu/hr/manual/motor\\_vehicle\\_use/](http://www.usg.edu/hr/manual/motor_vehicle_use/)

## **Procedures:**

Procedures are located on the policy links above for the USG as well as the State of Georgia.

### **A. Screening**

All GCSU employees who drive on university business regardless of frequency of driving shall be subject to annual training regardless of frequency and location of driving.

Employees who are approved for **special purpose driving** shall be subject to annual training and be required to complete the Driver Acknowledgment Form on an annual basis. Special purpose driving is defined as travel covered by a university travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.

Employees who **routinely** drive GCSU University owned vehicles will be subject to annual training, annual completion of the Driver Acknowledgment Form and an annual MVR History check prior to operating GCSU vehicles on USG/university business.

### **B. Driver Qualifications**

The Driver Acknowledgment Form, if applicable, will be reviewed by a university designated officer. Each covered employee must initial next to each safety standard on the form to be deemed eligible to drive.

GCSU employees must have a valid license in their possession while operating a vehicle on university and/or USG business.

### **C. Driver Disqualifications**

An employee who has had one of the following occurrences during the 24-month period preceding their use or request for use of a University/state owned of Georgia vehicle or a vehicle rented or used for USG/GCSU business will be considered a "Disqualified Driver":

1. Accumulating more than 10 points on his or her driving record,
2. Receiving a citation (ticket or warning) while driving on GCSU or USG business,
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on GCSU and/or USG business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on University and/or USG business:
  - Driving Under the Influence (DUI)
  - Driving While Intoxicated
  - Leaving the scene of an accident
  - Refusal to take a chemical test for intoxication

Employees subject to completion of the Driver Acknowledgment Form shall be required to disclose to the Director of Human Resources if any of the above apply. A Disqualified Driver may not drive on university and/or USG business until: (a) his or her Motor Vehicle Record has been reviewed by the universities designated officer and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by GCSU.

1. The measures specified may include, but are not limited to, the following: viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on USG/university business.
2. Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on USG/university business. Prior to making such a determination, the Chief Human Resources Officer must consult the Disqualified Driver's departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:
  - the driving conditions under which the relevant events occurred;
  - the extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to applicable law;
  - the apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
  - whether anyone was injured as a result of the Disqualified Driver's actions; and;
  - The amount of time that has passed since the events in question.

An employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on university business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation.

Employees charged with the following offenses are not permitted to drive on USG/GCSU business until disposition of the charges:

1. Driving Under the Influence
2. Driving While Intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
6. Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)

Employees who drive on university business are to disclose receipt of the above charges by submitting Driver Notification Form no later than the workday following the charges.

Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on university business.

If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on USG/GCSU business until the circumstances leading to such citations has been reviewed by the Director of Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified

by GCSU. The determination of the measures to be required will be made by the GCSU's Risk Management Office and the Director of Human Resources, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

**Forms:**

- [Driver Acknowledgement Form](#)
- [Driver Notification Form](#)
- [Supervisor's Accident Follow-up Checklist Form](#)
- [FAQ's](#)

**Contacts:**

**1. Who is on the committee that created the policy or who individually created the policy?**

Diane Kirkwood, Director, Human Resources, [diane.kirkwood@gcsu.edu](mailto:diane.kirkwood@gcsu.edu), 478-445-5596

**2. Who will administer the policy? What is the contact information for each person (position title, e-mail, phone)?**

Diane Kirkwood, Director, Human Resources, [diane.kirkwood@gcsu.edu](mailto:diane.kirkwood@gcsu.edu), 478-445-5596

Mark Meeks, Director, Administrative Services, [mark.meeks@gcsu.edu](mailto:mark.meeks@gcsu.edu), 478-445-5851

**Approval Date:**

TBD

**Date Last Updated:**

Updated: 9/15/2010 by: Diane Kirkwood

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Updated: 11/11/11 by: Diane Kirkwood

Updated: 11/12/11 by: Catherine Whelan

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