



UNIVERSITY SYSTEM
OF GEORGIA

Motor Vehicle Use

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON MOTOR VEHICLE USE
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	DECEMBER 2009
REVISED	

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Policy Statement

Each Institution shall develop a policy that ensures all employees who drive State of Georgia vehicles have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee's position.

To establish guidelines and policy governing the use of State of Georgia Vehicles and/or rental vehicles for the purpose of business travel.

USG employees may have work assignments that involve driving a vehicle to accomplish Institution business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on the job, USG has established this 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.

Applicability

All units of the University System of Georgia are covered by this policy.

Specifically, this policy applies to all USG employees who drive on Institution business, regardless of frequency of driving.

Who Should Read This Policy

All employees within the University System of Georgia should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

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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 institution-owned or controlled vehicles.

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

Driver's 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 lessor 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.

Process and Procedures

It is expected that all employees of the USG who wish to use State of Georgia Vehicles, Institution owned or controlled vehicles, or rental vehicles for USG/Institution business usage 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.

Screening

All USG employees who drive on Institution business 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 an institutional travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.

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

Driver Qualifications

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

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

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 State of Georgia vehicle or a vehicle rented or used for USG and/or Institution business will be considered a “Disqualified Driver”:

- Accumulating more than 10 points on their driving record,
- Receiving a citation (ticket or warning) while driving on Institution and/or USG business,
- Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on Institution and/or USG business, or
- Having been convicted of one of the following offenses preceding an assignment to drive on Institution 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 Acknowledgement Form shall be required to disclose to the institutionally designated officer if any of the above apply. A Disqualified Driver may not drive on Institution and/or USG business until: (a) their Motor Vehicle Record has been reviewed by the institutionally designated officer and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the Institution.

- 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/institution business.
- 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/institution business. Prior to making such a determination, the institutionally designated officer and 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.
- Among the factors that should be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:

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- 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 state 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/Institution business until disposition of the charges:

- Driving Under the Influence
- Driving While Intoxicated
- Leaving the scene of an accident
- Refusal to take a chemical test for intoxication
- Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
- 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 state 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 state 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/Institution business until the circumstances leading to such citations has been reviewed by the institution's Chief Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by that institution. The determination of the measures to be required will be made by the Institution's Risk Management Services and the Institution's Chief Human Resources Officer or a designee, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Ensure compliance with policy.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure compliance with policy; provide a general orientation to each new employee, including information on employee benefits if applicable.	See University System HR Officer Listing
USG Director of Safety & Security		Safety & Security Main Office 404-962-3177 Safety and Security Resources
Institution Managers/Supervisors	Ensure compliance with policy, review with new employees the duties and responsibilities of their position, and review departmental policies and procedures.	

Appendices (Internal Documents, Forms and Web Links)

- [Driver Acknowledgement Form](#)
- [Driver Notification Form](#)
- [Supervisor’s Accident Follow-up Checklist Form](#)
- [DOAS Driver Safety Tips](#) (To be used in conjunction with annual training)

Related Documents and Resources (External)

- [Background Check Form](#)
- [Georgia Liability Insurance Card](#)
- [DOAS Training Resources](#)

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