



## Motor Vehicle Use Policy

April 2019

### Policy Statement

Dalton State College shall ensure that all employees who drive state or privately owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person. The policy shall require appropriate screening based on the nature of the driving requirements associated with the employee's position.

### Reason for Policy

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

Dalton State College 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 qualifications standards for USG drivers and requires training and other appropriate action for employees who fall outside of those standards.

### Entities Affected By This Policy

All units of the University System of Georgia are covered by this policy. Specifically, this applies to all Dalton State College employees who drive on Institution business regardless of the frequency of driving.

### Definitions

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

- **State of Georgia Vehicle:** A vehicle purchased through state funds or rented or leased using state funds. For the purpose of this policy, a State of Georgia vehicle also includes institution-owned or controlled vehicles.
- **Motor Vehicle Record:** A record 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 a 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.

### Overview

It is expected that all employees of Dalton State College who wish to use State of Georgia Vehicles, institution owned or controlled vehicles, personal or rental vehicles for the 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.

## **Process/Procedures:**

### Screening

All Dalton State College employees, and approved volunteers, who drive on institutional 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 or occasional driving shall be subject to annual training and be required to complete the Driver Acknowledgement Form on an annual basis. Special purpose or occasional driving is defined as travel covered by an institutional travel authorization; which may include travel for professional development, meeting attendance, workshops, conference, etc. Employees who routinely drive USG/Institution owned vehicles and/or personal or rental vehicles for the purpose of conducting USG/Institution business will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to operating State vehicles on USG/Institution business, if applicable.

### Driver Qualifications

- The Driver Acknowledgement Form, and Authorization to Procure Motor Vehicle Report, must be completed and the signed forms should be submitted to Environmental Health, Occupational Safety & Risk Management office.
- Dalton State College 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 personal or a rented vehicle used for USG and/or Institution 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 Institution and /or USG business,
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on Institution and/or USG business, or
4. 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 Director of Human Resources if any of the above apply. A Disqualified Driver may not drive on Institution and/or USG business until: (a) his or her Motor Vehicle Record has been reviewed by the Director of Human Resources and (b) the Disqualified Driver has satisfied the corrective, preventative and /or educational measures specified by the Institution.

***In addition, Employees and Students who are reported in a "Report my Driving" call shall be subject to a review by the Director of Public Safety and the Coordinator of Environmental Health, Occupational Safety & Risk Management to determine if they will be considered a "Disqualified Driver". If it is determined that they are a "Disqualified Driver", they will be also subject to corrective, preventive and/or educational measures specified by the Institution.***

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/Institution 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/Institution

business. Prior to making such a determination, the Director of Human Resources must consult the Disqualified Driver's departmental manager and/or Vice President 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, the 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:

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 a 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 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 Director of Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventive 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 Director of Human Resources or a designee in consultation with the employee's departmental manager and/or Vice President, based on the specific citation and circumstances. Information for these items can be retained through DOAS.