

## **SECTION 807.13**

### **Operation of University Vehicles**

University employees, whose essential job duties require the operation of a University vehicle, even if on an occasional basis, must possess a valid operator's license for the type vehicle used in performing such duties:

- Employees shall operate University vehicles in a safe manner, observing the traffic rules and regulations of the State of Georgia and of the University.
- Seat belts are required of all occupants.
- Personal use of a State owned vehicle is not allowed.
- Vehicle accidents should be reported immediately to the appropriate supervisor and a police incident report should be completed.
- Damage to a State vehicle or to State property as the result of vehicle operation should be reported to the appropriate supervisor immediately.
- Vandalism to a vehicle or theft of property from a vehicle should be reported immediately and a police incident report prepared clearly detailing the occurrence.
- Employees whose responsibilities include the transportation of students must successfully complete the AAA Defensive Driving Training provided by the institution.



- Employees whose position requires the C.D.L. are subject to random drug screens and may also be subject to “for cause” screening in the event of an “at fault” vehicular accident while on duty.
- Vehicles should be inspected, serviced and approved for use by the Plant Operations Automotive section on a scheduled basis.

## **1. Vehicle Insurance**

All State owned vehicles are insured for liability coverage by the Georgia Department of Administrative Services, Risk Management Division. Vehicles valued above \$1,000 will generally carry comprehensive and combined additional coverage's. Insurance identification cards should be available in each vehicle and used to satisfy proof of coverage if requested by an appropriate authority. Additionally, accident reporting procedures are covered on the insurance identification card and should be closely followed if the vehicle is involved in an accident out of the local area. Risk Management should be notified of any vehicle accident involving a State owned vehicle.

## **2. Personal Vehicles used for Official State Business**

Employees using their personal vehicles for State business have the liability coverage of the State extended for such official use. Employees on travel status should complete the request to travel authorization and/or otherwise advise the appropriate supervisor when such travel is to occur. This coverage is limited to liability only and does not apply when the vehicle is used for personal reasons while on official travel status.

### **3. Rental Vehicles**

Employees on official travel status who elect to use rental vehicles rather than their personal vehicles are reminded that only liability coverage is provided by the State of Georgia laws for such use. Theft, damage to such vehicle, etc. become the liability of the employee or his/her insurer. Rental insurance is available for such use and is reimbursable as a legitimate travel expense, so employees are encouraged to purchase such protection.

### **4. Violations**

The University shall not assume any liability for violations resulting in citations/fines to the employee.

### **5. Failure to Comply**

University employees who fail to comply with the State of Georgia laws, University policies and procedures or who otherwise operate State owned vehicles in a careless/unsafe manner may be subject to disciplinary actions to include reprimand, suspension or termination.



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