



# Motor Vehicle Use Procedures

## 1. Background and Information

VSU employees may have work assignments that involve driving a University/State of Georgia vehicle or drive their personal vehicle on university business. In an effort to promote a safe work environment, the University System of Georgia (USG) established a Motor Vehicle Use Policy which sets driving qualification standards for USG drivers and requires screening, annual training, and other appropriate action for employees who fall outside of those standards. These procedures provide guidelines for compliance with laws and requirements from the State of Georgia, and the USG. These procedures are applicable to all full-time, part-time, and student employees. The intent is to establish proper safety procedures and practices, as well as to promote and provide for a safer environment for students, faculty, and staff.

Valdosta State University maintains a fleet of state vehicles that employees can use to fulfill their job related duties both on-campus and through travel. A state vehicle is defined as any motorized vehicle owned by the state of Georgia, including golf carts, utility carts, vans, cars, trucks, and buses. These procedures establishes consistent standards for state vehicles, rental vehicles used for state business, and personally owned vehicles (POV) used for state business regarding:

- Motor Vehicle Use Eligibility and Application Process
- Driver Disqualifications
- Department Supervisor and Driver Responsibilities
- Accident Reporting Procedures

Compliance with these standards will ensure the safe operation of motor vehicles for the campus community; including, motor vehicle operators, cyclists, and pedestrians.

Motor vehicles owned by Valdosta State University/State of Georgia may only be used for official department/University business by University employees and student employees and may not be used for personal business.

Knowledge of and compliance with applicable state laws, rules and regulations, and policies are the responsibility of the driver and noncompliance may result in suspension of user privileges.

These procedures are based on the University System of Georgia Motor Vehicle policy located at <http://www.usg.edu/hr/manual/>.



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## 2. Definitions and Acronyms

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.

VSU 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.

Routine Driving is defined as employees who regularly drive University owned vehicles, both for travel and to complete job duties on campus and within Valdosta. Employees who routinely drive VSU owned vehicles will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to operating VSU vehicles on USG/university business.

## 3. Process and Procedures

### A. Motor Vehicle Use Eligibility and Application Process

1. **Authorized University Drivers:** Only Authorized University Drivers may drive University Vehicles for VSU and/or USG business, both while driving on and off of campus. To become an Authorized University Driver, individuals must meet the eligibility criteria, Department Supervisors are responsible for determining which individuals in their departments (including full time, part time, and student employees) should be designated for Special Purpose Driving or Routine Driving.

Financial Services shall oversee these procedures. During the employee onboarding process, Human Resources will provide an employee with information regarding the eligibility becoming an Authorized University Driver (this would be part of the compliance process) Supervisors will determine the employee's designation Special Purpose Driving or Routine Driving.

### 2. **Eligibility:**

- A. All employees, regardless of driver designation, must have a valid license in their possession while operating a vehicle on VSU and/or USG business, both while driving on and off of campus.
- B. All Authorized University Drivers must complete appropriate training and screening as set forth by this policy to operate a motor vehicle. Individuals designated for Routine Driving must possess a satisfactory motor vehicle record (MVR) free of the occurrences listed below for twenty-four (24) months prior to becoming an Authorize University Driver, which must be reaffirmed annually:
  - 1) Accumulation of more than 10 points on driving record,
  - 2) Citation (ticket or warning) while driving on Official University Business,
  - 3) Responsible in an "at fault" motor vehicle accident, or
  - 4) Conviction of one of the following offenses:
    - a) DUI (Driving Under the Influence)



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- b) DWI (Driving While Intoxicated) or equivalent,
- c) Leaving the scene of an accident,
- d) Refusal to take a breathalyzer or blood test to determine intoxication,
- e) Vehicular Homicide,
- f) Exceeding the speed limit by more than 19 miles per hour, or
- g) Aggressive Driving.

**3. Retaining Designation:** Authorized University Drivers shall be subject to annual compliance regardless of frequency and location of driving and must complete the following annually:

- A. Complete the training for driving designation applicable to job duties as part of the annual compliance.
- B. Compliance Officer will run MVR on all Routine Drivers annually.

### **B. 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 VSU/USG business will be considered a “Disqualified Driver”:

- A. Accumulating more than 10 points on his or her driving record,
- B. Receiving a citation (ticket or warning) while driving on VSU or USG business,
- C. Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on VSU and/or USG business, or
- D. Having been convicted of one of the following offenses preceding an assignment to drive on VSU and/or USG business:
  - i. Driving Under the Influence (DUI)
  - ii. Driving While Intoxicated
  - iii. Leaving the scene of an accident
  - iv. Refusal to take a chemical test for intoxication

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the Compliance Officer 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 VSU.

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



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of time before being permitted to again drive on USG/university 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/university business. Prior to making such a determination, the Chief Human Resources Officer (CHRO) 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:

- 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 VSU/USG 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



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will not be permitted to drive on VSU/USG business until the circumstances leading to such citations has been reviewed by the CHRO or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by VSU. The determination of the measures to be required will be made by the Compliance Officer and the CHRO, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

## **C. Department Supervisor Responsibilities**

Supervisors will ensure that each employee in their department, who operates a motor vehicle for VSU and/or USG business, is properly advised of the USG policy and follows all procedures therein.

When a supervisor is notified by an employee of activities that may impact their eligibility to operate a motor vehicle for VSU and/or USG business, they are responsible for completing a Supervisor's Accident Follow-up Checklist Form and forwarding it to the Compliance Officer within 2 working days of receiving notice from the employee.

## **D. Accident Reporting Procedures**

Employees are required to notify their supervisor of activities that may impact their eligibility to operate a motor vehicle for VSU and/or USG business by completing a Driver Notification Form and submitting to their supervisor within 24 hours of the incident. The supervisor must notify Human Resources immediately to ensure timely and applicable drug testing.

## **4. Forms**

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