



Policy Approval/Review Form

This form is used for the approval, amendment, removal or review of a Gordon State College policy. Once authorized with the President's Signature, the policy will be posted to the Gordon State Website. This approval form will be filed in the Office of the President with Cabinet minutes noting approval.

Policy Title *	Motor Vehicle Use
Department	Human Resources
Policy Editor	Creche' Navarro
Request Type	New ☐ Amended ☒ Removed ☐ Reviewed ☐

OBJECTIVE (Briefly state your purpose.)

Establish consistent process for minimizing risk associated with motor vehicle use and compliance with state requirements.

RESOURCES AND CONSULTATION (Briefly describe the resources (i.e. website, link) used in developing, amending, removing, or reviewing the policy. Include names of other individuals who assisted with this change.)

USG HRAP
DOAS

COMMUNICATION PLAN (Identify how information about how the policy will be communicated to the college as well as training plans if applicable.)

1. Rollout to all employees by email with overview of requirements
2. Add to annual compliance training

Authorizations

Dean or Supervisor Signature and Date: _____

Cabinet Sponsor (VP) Signature and Date: _____
Madelyn Brown Digitally signed by Madelyn Brown
Date: 2021.01.27 10:47:29 -05'00'

President Signature and Date: _____
Kirk A. Nooks Digitally signed by Kirk A. Nooks
Date: 2021.01.28 15:14:11 -05'00'

***Policy Template must be submitted with this form.**



Policy Name:	Motor Vehicle Use				
Section #:		Section Title:			
Responsible Cabinet Member:	Madelyn Brown	Proposed:		Adopted:	4/28/15
Responsible Office:	Human Resources	Reviewed:	12/20/20	Revised:	1/4/21
Contact:	Creché Navarro	Approved:		Webpage:	

1. **Policy Statement**

Gordon 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 Driver'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

2. **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. Gordon 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, GSC has established this Motor Vehicle Use Policy which sets driving qualification standards for GSC drivers and requires training and other appropriate action for employees who fall outside those standards.

3. **Who Should Read this Policy?**

This policy applies to all Gordon State College employees who drive on Institution business *regardless* of frequency of driving.

4. **Resources**

[USG Human Resources Office Motor Vehicle Use Policy](#)

[DOAS Auto Insurance Resources:](#)

- Introduction to Liability Insurance ([Video](#))
- [Georgia Automobile Insurance Identification Card](#)
- [Comprehensive Loss Control Manual, Component #7](#)
- [Driver Safety Tips](#)
- [Procedures for reporting an automobile accident](#)
- [Do's and Don'ts for Safe Driving Web-Based Course](#)
- Driver Acknowledgement Form (also known as Certify Safety Qualification)

5. **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 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.
- **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 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.
- **Driving while on Institution or GSC Business:** Operating a motor vehicle in relation to your work for Gordon State that does not include your regular commute between home and work.

6. The Policy

Overview

It is expected that all employees of Gordon State College who wish to use State of Georgia Vehicles, Institution owned or controlled vehicles, personal or rental vehicles for GSC business usage will 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 Gordon State College 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 or occasional driving shall be subject to annual training and be required to complete the Driver Acknowledgment 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, conferences, etc.

Employees who routinely drive GSC-owned vehicles and/or personal or rental vehicles for the purpose of conducting GSC/USG 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 Institution business.

Driver Qualifications

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

Prior to driving on Gordon State business:

- Employees must complete the Motor Vehicle Use module within D2L Compliance Training. This training must be completed at hire and again as an annual refresher.
- As part of their training, employees must complete the Driver Acknowledgement questionnaire that is also located within the Motor Vehicle Use module D2L Compliance Training. This questionnaire must be completed at hire and again as an annual refresher training.

Gordon State College employees must **not** meet any of the criteria listed under "Driver Disqualifications" A or B in order to remain qualified to drive.

Driver Disqualifications

A. An employee who has had one or more 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 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, or
3. 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

B. An employee who has had a preventable, at-fault motor vehicle accident within the **six (6) months** preceding an assignment to drive on Institution and/or USG business will also be considered a "Disqualified Driver."

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 GSC 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.

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, 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 GSC business are required to disclose any license expiration, suspension, or revocation to Human Resources within two days of the effective date of the action.

Employees charged with the following offenses are not permitted to drive on GSC 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 state business are to disclose receipt of the above charges by submitting the Driver Notification Form ([RMS1101 Form 2](#)) 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 GSC business until the circumstances leading to such citations has been reviewed by GSC's Director of 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 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.

Responsibilities

The responsibilities each party has in connection with the Policy on Employee Orientation are:

The Director of Human Resources should ensure compliance with the policy and provide a general orientation to each new employee.

Managers/Supervisors should review with new employees the duties and responsibilities of their position and as well as review departmental/campus policies and procedures.

All Employees should

- Observe all speed and traffic laws while driving on GSC business.
- Complete Motor Vehicle Use training within 90 days of hire or before driving on institutional business.
- Complete Motor Vehicle Use refresher training annually.
- Understand how State Liability Insurance works, whether driving an institution-owned, rental, or personal vehicle.
- Keep a copy of the Georgia Automobile Insurance ID card in their possession while driving on GSC/USG business.
- Immediately report any accidents or traffic violations that occur while on GSC/USG business. ([See Reporting Accidents or Traffic Violations that Occur While on GSC/USG Business.](#))
- Notify Human Resources (using the RMS1101-2 form) within two days if any of the following occurs:
 - Employee is charged with
 - Driving Under the Influence
 - Leaving the Scene of an Accident
 - Refusing to take a Chemical Test for Intoxication
 - Aggressive Driving
 - Exceeding the speed limit by more than 19* mph
 - Employee's license is
 - Suspended
 - Revoked
 - Expired

Employees who utilize a **personal** vehicle to travel on GSC business must ensure the vehicle is:

- Legally registered
- Safe to operate
- Covered by automobile insurance that provides at least the minimum coverage required by Georgia law.

Appendices:

- Reporting Accidents or Traffic Violations that Occur While on GSC/USG Business
- Driver Notification Form (RMS101 Form 2)
- Georgia Automobile Insurance Identification Card
- DOAS Driver Safety Tips

Reporting Accidents or Traffic Violations that Occur While on GSC/USG Business

Reporting an Accident

- Driver
 1. If there are injuries, call 911.
 2. Immediately follow the guidelines on the Government Vehicle Georgia Liability Insurance Indemnification Card:
 - a. Obtain the following information before leaving the area
 - i. Date, Time, Place
 - ii. Your vehicle details (year, make, model, tag)
 - iii. Describe accident in detail including
 1. Direction each vehicle was traveling
 2. Weather conditions
 3. Other relevant info
 - iv. Identify individuals involved including
 1. Insured (GSC employee) driver
 2. Your passengers
 3. Other driver
 4. Their passengers
 5. Witnessess
 - v. For all individuals involved include
 1. Full name
 2. Address
 3. Employer
 4. Home & Work phone numbers
 5. Injuries claimed and observed
 - vi. Other vehicle(s) details (year, make, model tag, insurance co, & policy #)
 - vii. Police: Agency, officer, citations issued (and to whom?)
 - b. **Within 48 hours call 1-877-656-7475 to report the accident**
 3. Within 48 hours notify your GSC supervisor **and** submit the Motor Vehicle Use Program Driver Notification form [RMS101] to GSC Human Resources (humanresources@gordonstate.edu). Be sure to specify if accident occurred in GSC vehicle or in personal vehicle.
- Supervisor
 1. Notify Human Resources at either 678-359-5011 or humanresources@gordonstate.edu so the office can follow up with driver for form
 2. Be aware that, depending on the circumstances surrounding the accident, employee's ability to drive on behalf of GSC may be affected.
- Human Resources
 1. Notify the Office of Business & Financial Affairs of the accident (as they will be involved with any insurance claims)
 2. If the vehicle involved was owned by GSC, notify Facilities.
 3. Review the details of the accident to determine if employee's ability to drive on behalf of GSC will be affected.

Reporting a traffic violation

- Driver
 1. Within 48 hours notify your GSC supervisor **and** submit the Motor Vehicle Use Program Driver Notification form [RMS101] to GSC Human Resources (humanresources@gordonstate.edu).
 2. Note that driver is responsible for payment of any fees associated with traffic violations or citations.
- Supervisor
 1. Notify Human Resources at either 678-359-5011 or humanresources@gordonstate.edu so the office can follow up with driver for form
 2. Be aware that, depending on the circumstances surrounding the traffic violation, employee's ability to drive on behalf of GSC may be affected.
- Human Resources
 1. Review the details of the traffic violation to determine if employee's ability to drive on behalf of GSC will be affected.



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MOTOR VEHICLE USE PROGRAM DRIVER NOTIFICATION

Employees are to use this form to notify their supervisor of activities that may affect their eligibility to operate a motor vehicle for state business.

Employee Information			
Employee Name		Employee ID	
Work Unit		Frequency of driving on state business ☐ Weekly or more often ☐ Infrequently	
Reported Activity (Select all that apply)			
☐ I received a traffic citation while driving on state business			
Date Received			
Charge			
☐ I was involved in an on-the-job accident while driving on state business			
Date of accident			
Any injuries?		☐ Yes ☐ No	Any property damage? ☐ Yes ☐ No
☐ My driver's license has been (select one)			
☐ Suspended ☐ Revoked ☐ Expired		Date of Action	
☐ I was charged with the following (select all that apply)			
☐ Driving Under the Influence ☐ Driving While Intoxicated ☐ Leaving the Scene of an Accident ☐ Refusal to take a Chemical Test for Intoxication ☐ Aggressive Driving* ☐ Exceeding the Speed Limit by more than 19 mph* Date of Charge _____			
* Only if conviction would result in more than 10 points accumulated on the driving record.			

I understand that this notification may affect my eligibility to drive on state business. I may be required to view a driver safety video and successfully complete a defensive driving course, and I may be subject to other appropriate action.

Signature

Date

Warning: This card is not to be used for the registration of a privately-owned vehicle.
Any person using this card for such a purpose may be subject to criminal prosecution.



State of Georgia Government Vehicle Georgia Liability Insurance Identification Card

Insurer: State of Georgia DOAS/RMS Self Insurance Program
Policy Numbers: TCP – 401 – 14 – 21 / CGL – 401 – 14 – 21
Coverage: July 1, 2020 – June 30, 2021
Insured: State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card Issued by DOAS Risk Management Services – Fleet

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION

Toll Free Phone: 1-877-656-7475 Report accidents within 48 hours

If you are in an accident, be sure to get the following information before leaving the area:

- 1) Date, Time, Place;
- 2) Your Vehicle – year, make, model, tag;
- 3) Describe Accident. Include:
 - Direction each vehicle was traveling, weather conditions
 - Details of accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
 - Insured (State Employee) driver
 - Your passengers
 - Other driver
 - His/ her passengers
 - Witnesses
- 5) Other vehicle(s): year, make, model, tag, insurance co. and policy #
- 6) Police: agency, officer, citations issued (?), to whom?



MOTOR VEHICLE USE PROGRAM DRIVER SAFETY TIPS

- ✓ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ✓ **Driver's License** - Employees who drive 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.
- ✓ **Insurance** - Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. State employees driving on state business must have a copy of the Georgia Automobile Insurance Identification card (<http://doas.ga.gov/assets/Risk%20Management/Auto%20Insurance%20Documents/Georgia%20Liability%20Insurance%20Identification%20Card.pdf>) and present that to the police in the event of an accident.
- ✓ **Seat Belts** – Each driver and passenger in any motor vehicle operated on a street or highway in Georgia is required by law to wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** - Drivers hauling any type of cargo must ensure that the cargo is properly secured. The height of the cargo shall be low enough to safely pass under obstructions such as under/over passes along the intended route before placing the vehicle in motion.
- ✓ **Electronic Devices** – The use, operation, and manipulation of electronic devices such as cellular phones by the driver while the vehicle is in motion is illegal. Even with “hands free” equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
- ✓ **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back, (walk around vehicle before moving). Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
- ✓ **Intersections** – Be prepared to take defensive driving measures at intersections. Slow down, check for traffic to ensure other drivers see you. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ✓ **Weather Related Hazards** – Rain, snow, fog, sleet, or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- ✓ **Passing** – As a general rule you should avoid passing vehicles, if you must, only pass one vehicle at a time. When you pass another vehicle, look in all directions, check your blind spots, and use your signal. Follow the “Move Over Law” a lane or slow down if you cannot when Emergency, Maintenance or Towing vehicles are working on the shoulder of the road.
- ✓ **Front End Crashes** – Maintain a safe following distance at all times, the driver can prevent many front-end collisions including abrupt or unexpected stops of the vehicle ahead. Observe the “three second rule” by following the vehicle ahead at a distance that spans at least three seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied. Do not leave any electronic equipment in view of the street, lock it up.
- ✓ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle. Engine idling should be minimized as much as possible.