

Georgia Highlands College

Policy	Motor Vehicle Use for Georgia Highlands	Number	HR.153
Section	Human Resources	Date Created	April 2013
Subject	Employment	Date Reviewed	November 2018
Applies to	All Employees	Date Issued	November 2018

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1. Policy Statement

Georgia Highlands College, an institution of the University System of Georgia, has several campuses and instructional sites that are geographically disbursed throughout the northwest portion of Georgia, and therefore many of the employees of the institution have, as a necessary part of their job responsibilities, the need to travel to locations other than their assigned home campus. Therefore, this policy establishes guidelines and requirements for all employees who drive on institutional business regardless of frequency, whether using Georgia Highlands College vehicles, a personal vehicle, or a rental vehicle.

Drivers must meet the requirements to drive and operate a vehicle and fulfill the requirements as outlined in this policy. In accordance with minimum standards set by the University System of Georgia and in conjunction with standards set forth in this institutional policy, Georgia Highlands College seeks to

- promote a safe work environment,
- set driving qualification standards for GHC drivers, and
- provide training and other appropriate action for employees to sustain safe driving habits.

Employees who are identified as ineligible to drive on institutional business are prohibited from doing so.

2. Definitions

2.1. **State of Georgia Vehicle/Georgia Highlands College 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 vehicles owned or controlled by Georgia Highlands College.

2.2. **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.

- 2.3. **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.
- 2.4. **Driver's License:** A license authorizing the bearer to drive a motor vehicle.
- 2.5. **Driver:** The operator of a motor vehicle.
- 2.5.1. **Qualified/Eligible Driver:** Driver granted authorization by Georgia Highlands College to drive, Georgia Highlands College owned or controlled, personally owned, rental or state owned vehicles on institutional business.
- 2.5.2. **Disqualified Driver:** A driver previously granted authorization to drive on institutional business who has lost the authorization due to citations or violations.
- 2.5.3. **Ineligible Driver:** Employee who has not been authorized by Georgia Highlands College to drive on institutional business.
- 2.6. **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.
- 2.7. **DOAS RMS:** The Department of Administrative Services, Risk Management Services, is a unit of the Department of Administrative Services.

3. Screening

All final candidates for employment will have a motor vehicle report reviewed to determine eligibility to drive. Additionally, any employee who has been promoted or transferred into a position of trust or a position in which routine driving becomes a regular responsibility will be subject to a review of their current motor vehicle report. See *Motor Vehicle Report Review*, Section 8.1 of this policy for more details.

4. Eligibility

Employees are eligible to use motor vehicles on institutional business when they:

- Successfully complete a background investigation of their motor vehicle report
- Successfully complete the motor vehicle use training program
- Properly execute the motor vehicle use acknowledgement form
- Possess a valid driver's license at the time of each motor vehicle use

5. Ineligibility

Employees are ineligible to use a motor vehicle on institution business if they have:

- 5.1. Accumulated 10 or more points on his/her driving record
- 5.2. Received a citation (warning or ticket) while driving on institution business
- 5.3. Caused an "at fault" motor vehicle accident within six (6) months preceding an assignment to drive on institution business
- 5.4. Been convicted of one of the following offenses preceding an assignment to drive on institution or USG business:
 - Driving under the influence (DUI)
 - Driving while intoxicated (DWI)
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication

6. Disclosure

Employees are required to disclose to Human Resources any activity or status that may affect their eligibility to operate a motor vehicle for institutional business by submitting the Driver Notification form no later than the workday following the action as listed in Ineligibility or following the charges. Disclosure

through the Driver Notification form is also required for any license expiration, suspension, or revocation. Failure to do so may result in disciplinary action up to and including termination.

7. Disqualification

7.1. Conditions of Disqualification

Employees who have previously been designated as eligible to drive but have had one of the following occurrences during the 24-month period preceding their need for motor vehicle use for institutional and/or USG business are disqualified from driving on institutional business.

7.1.1. Accumulate 10 or more points on his/her driving record

7.1.2. Receive a citation (warning or ticket) while driving on institution business

7.1.3. Causes an "at fault" motor vehicle accident within six (6) months preceding an assignment to drive on institution and/or USG business

7.1.4. Conviction of one of the following offenses preceding an assignment to drive on institution or USG business:

- Driving under the influence (DUI)
- Driving while intoxicated (DWI)
- Leaving the scene of an accident
- Refusal to take a chemical test for intoxication

Note: Employees are required to disclose this information, see *Disclosure*, Section 6 of this policy.

7.2. Disqualified Driver Status

Once an employee has been determined to be disqualified to drive for Georgia Highlands College, the future eligibility to drive on institutional business will be reviewed by Chief Human Resources Officer (or her designated appointee) and the President.

7.2.1. Reinstatement

For reinstatement of qualification to drive, the CHRO and President will review the employee's motor vehicle report and determine appropriate corrective, preventative and/or educational action that may include but is not limited to:

- Viewing driver safety video
- Successfully completing an approved defensive driving course
- Waiting a specified period of time before being permitted to again drive on institutional business

Note: An employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on institutional business until the license is reinstated.

7.2.2. Failure of Reinstatement

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 institution business. Prior to making such a determination, the Chief Human Resources Officer will consult with the employee'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 employee.

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.

The CHRO will present the case to the President for determination of reinstatement of qualified driver status or continuation of disqualified driver status.

8. Process/Procedures

8.1. Motor Vehicle Report Review

8.1.1. Candidates

All Georgia Highlands College employee candidates will be subject to review of their motor vehicle record. Candidates who fail to meet the standards for motor vehicle use under this policy will be considered for employment dependent upon the extent to which motor vehicle use is a necessary part of the general responsibilities for the position.

8.1.2. Employees routinely driving on institutional business

Employees that drive on a routine basis as a necessary part of the responsibilities of the position held will be subject to annual review of their motor vehicle record.

8.2. Training

8.2.1. Annual Training

Employees will participate in an annual training to promote the continuation of safe driving habits.

8.3. Driver Acknowledgement Form

The Driver Acknowledgement 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.

8.3.1. Newly Hired Employees

The newly hired employees will complete a Driver Acknowledgement Form.

8.3.2. Annual Completion

Employees will complete the Driver Acknowledgement Form on an annual basis.

9. Accident

9.1. Employee Responsibility

9.1.1. Obtain all necessary information at the scene

9.1.2. Call loss into 1-877-656-7475 or ARI within 48 hours

9.1.3. Respond to any acknowledgements or requests sent by DOAS RMS

9.1.4. Obtain the police report, if requested, and forward to DOAS RMS

9.1.5. Notify Human Resources

9.1.6. Notify manager

9.2. Manager Responsibility

9.2.1. Notify Human Resources if they receive a report of a motor vehicle accident that occurred during work on institutional business.

9.3. Human Resources Responsibility

9.3.1. Complete the Accident Follow-Up Checklist and submit it to RMS.

9.3.2. Contact DOAS of a workers' comp claim if the employee received any injuries.

10. Forms

- [Driver Acknowledgement Form](#)

- [Driver Notification Form](#)
- [Accident Follow-up Checklist Form](#)
- [DOAS Driver Safety Tips](#) (used in conjunction with annual training)