

MOTOR VEHICLE OPERATOR POLICY



Policy Title- Motor Vehicle Operator Policy

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Responsible Office: Facilities Management

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Purpose

Clayton State University maintains a fleet of vehicles for University related operational, educational, athletic, and recreational use. Motor Vehicle Operator Policy ensures that all employees who drive The Clayton State University's vehicle have the appropriate documentation and license to drive and operate the vehicle. The policy requires appropriate training to be completed based on the nature of the driving requirements associated with the employee's position.

Clayton State University currently have 29 vehicles total, Facilities have 20 vehicles and Public Safety have 9 vehicles.

Summary

The state of Georgia Department of Administrative Services (DOAS) sets forth requirements for all state agencies to follow regarding driver qualification programs. These requirements are outlined by DOAS as part of the Comprehensive Loss Control Program (CLCP).

This policy governs the use of Clayton State University-owned or -leased vehicles and personal vehicles when used for transporting employees, students, or guests by authorized Clayton State University vehicle operators. Clayton State University employees may have business assignments that involve driving a vehicle. To promote a safe work environment and promote motor vehicle safety measures, Clayton State University has established this Motor Vehicle Operator Policy, which sets driving qualification standards for Clayton State University drivers and requires training and other appropriate action for employees.

Policy

All employees of Clayton State University who drive University-owned or -controlled vehicles, rental vehicles, or personal vehicles for Clayton State University business usage are required to be appropriately licensed and meet acceptable driving standards as defined within the policy.

1. **University vehicles may only be used for official University business and activities only.**
Employees will operate Clayton State University vehicles in accordance with all applicable traffic laws and in a safe manner.
2. Only Clayton State university faculty, staff, student workers, and volunteers who hold a **valid state driver's license and who maintain good driving records**, are authorized to operate Clayton State University vehicles.
3. All employees are required, within 30 days of hire, to complete and submit an Exemption Form or complete Mandatory Vehicle Operator Training, submit a Motor Vehicle Report (MVR).

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Request to Human Resources and be approved before operating any Clayton State University vehicle. The training must be completed and approved each year. All CSU employees and approved volunteers who drive (regardless of frequency) on University business, shall be required to complete annual training and sign the Driver Acknowledgement Form prior to operating a vehicle. Human Resources will maintain the training records and Driver Acknowledgement Form approved for each year.

4. Clayton State University employees who will transport students, guests, or other parties in any vehicle as a routine and expected part of their job duties will be required to complete the Level 2- Defensive Driving Course at least once every five years in addition to the annual Level 1- Mandatory Vehicle Operator Training and MVR check.
5. All employees who operate a vehicle on behalf of the University are required to use seatbelts and operate vehicles in a safe and lawful manner.
6. No smoking is permitted in any Clayton State University vehicle. Violations may result in disciplinary action.
7. No text messaging is permitted when driving a Clayton State University vehicle. This is a state law, and violations may result in disciplinary action.
8. The use of cell phones should be strictly limited and hands-free while operating a vehicle. Limited usage must be in accordance with the applicable State's Law in addition to Georgia Law related to usage of a cell phone. Violations may result in disciplinary action.

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 vehicle rented or used for Clayton State business will be considered a "Disqualified Driver":

1. Accumulating more than 10 points on his or her driving record, within the past ---- months will not be permitted to operate any motor vehicle on Clayton State University related business.
2. Receiving a citation (ticket or warning) while driving on CSU business,
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on CSU business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on CSU business: • Driving Under the Influence (DUI) • Driving While Intoxicated • Leaving the scene of an accident • Refusal to take a chemical test for intoxication

All employees who operate a vehicle on behalf of the University are obligated to report all traffic violations, either on or off duty, to the department head or their immediate supervisor no later than the next business day following the occurrence. Employees who fail to do so may have their operating privileges revoked.

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Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to The Department of Human Resources if any of the above applies. A Disqualified Driver may not drive on CSU business until: (a) his or her Motor Vehicle Record has been reviewed by the institutionally designated officer 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 CSU 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 CSU business.

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.

4. 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.

5. Employees charged with the following offenses are not permitted to drive on CSU business until disposition of the charges:

- Driving Under the Influence
- Driving While Intoxicated
- Leaving the scene of an accident
- Refusal to take a chemical test for intoxication
- Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
- Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)

6. 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.

7. Employees who meet all driver qualifications following disposition of the charges are permitted to resume driving on state business.

8. If an employee does not meet all driver qualifications following disposition of the charges, the employee will not be permitted to drive CSU business until the circumstances leading to such citations

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has been reviewed by the Department 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 Department of Human Resources or a designee, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

Motor Vehicle Accidents

All employees are required to report any accident or damages involving a Clayton State University-owned, leased, or rented vehicle, or a personal vehicle operated on behalf of the University to the appropriate law enforcement agency.

In the event of an accident or damage, immediately contact Facilities Management at 678-466-4240. In the event of an accident, a reporting State Insurance Card and Emergency Vehicle Service card is contained in the vehicle's glove compartment.

Insurance Information

University vehicles are insured through the State Insurance Program. Coverage is as follows:

Automobile Liability – Covers property damage and bodily injury to the other party when a state driver is liable. Also, there is medical coverage for authorized passengers. Any medical cost to the employee is paid out of the worker's compensation program. Major exclusions are an unauthorized driver of state vehicle and a driver using a state vehicle for personal reasons.

Automobile Physical Damage – Coverage replaces or repairs state owned vehicles. Authorized drivers are limited to employees. All authorized drivers must have a current driver's license. Spouses, friends, university volunteers and students are not covered under the State Insurance Program.

Maintenance and Charges

The Facilities Management Department is responsible for the upkeep and maintenance of the vehicles. The vehicles will be inspected, mileage recorded by the Facilities Management Department on regular basis.

Fuel Use

Only regular unleaded gas to fuel vehicle. A fuel credit card is placed in the glove compartment of the designated vehicles and accepted at all major gas stations.

Report my Driving Program

"Driver Check" (formerly known as "Report My Driving") Program Reports - To encourage safe driving practices, Clayton State University participates in the statewide notification program called "Report My Driving". All drivers using non-emergency state vehicle are subject to this program.

As part of the DOAS Comprehensive Loss Control Program (CLCP), Clayton State University agrees to comply with the "Driver Check" program. The "Driver Check" program is administered by Clayton State

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University Facilities Coordinator and all Clayton State University fleet vehicles have a corresponding bumper sticker used for reporting purposes.

The Clayton State University Facilities Coordinator will notify drivers of any driving reports submitted through "Driver Check" related to their operation of a fleet vehicle. Drivers who receive negative driving reports have the right to comment regarding the reported action. They must fill out the comment form within 48 hours of notification of the negative report. Drivers must complete training based on the severity of the offense. Reports received will be added to the employee's file. Excessive reports will be reviewed and may result in disciplinary action.

Procedures and forms associated with this policy

Clayton State University Driver Qualification Program and Training

Mandatory Vehicle Operator Training and MVR Check Request for Exemption

Safety videos and training courses are available at www.DriversAlert.com.

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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.
- ✓ **Drivers License** - 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.
- ✓ **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. It is suggested that all employees driving on state business have a copy of the state's insurance card and present that to the police in the event of an accident.
- ✓ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** - Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass 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, Blackberries, or PDAs, by the driver while the vehicle is in motion is strongly discouraged. 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. 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** – When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. 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** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ✓ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the "two second rule" by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied.
- ✓ **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.