

Who Must Complete?    Level 1: All KSU Employees- Annually  
   Level 2: Based upon activity  
Effective Date:            May 1, 2014

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## **INTRODUCTION:**

The State of Georgia Department of Administrative Services (DOAS) set 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). The Georgia Legislature has empowered DOAS to set penalties for non-compliance including 10% surcharges on all insurance premiums, high co-payments on every claim and denial of coverage.

## **DEFINITIONS**

For the purposes of this procedure and process, here are definitions of these terms under insurance & tort law.

- **Employee** - Includes Faculty, Staff, Student Workers, Volunteers, Non-Paid Affiliates and any other party acting on behalf of Kennesaw State University.
- **Vehicle** - Includes all KSU owned motorized vehicles, Rental Vehicles, Lease Vehicles, Low Speed Vehicles (carts) or **Personal vehicles**; regardless of vehicle ownership or frequency of use.

## **INSTRUCTIONS**

Kennesaw State University has adopted the following processes to assure compliance with the CLCP and the safety of our employees, students, guests and community:

## **LEVEL 1 - APPLIES TO ALL EMPLOYEES - ANNUALLY**

### **MANDATORY ANNUAL TRAINING & MOTOR VEHICLE RECORD (MVR) CHECK**

All employees must complete the Mandatory Vehicle Operator Training on an annual basis. This course is available online through Campus Training. The online course will only take about 25 minutes to complete and satisfies the State requirement for basic annual training.

The Motor Vehicle Record (MVR) Form included in this training module need only be submitted to Risk Management **once**. There is no need to re-submit the form unless you have a change on your Georgia License (Name or Number); Obtain a NEW Georgia License; or your driver status changes.

## HOW?

1. Click this link to go directly to the course: [Owl Train - Mandatory Vehicle Operator Training](#).

OR

2. Go to: <https://ksu.skillport.com/> and log in with your NetID & Password.

Enable Web Accessibility  
(What is Web Accessibility?)


**KSU OwlTrain Login**

KSU NetID

Password

[Privacy Policy](#)

3. Search for **Mandatory Vehicle Operator Training** and select “details” to read the course instructions. You may launch the course from there.



### Mandatory Vehicle Operator Training

Custom - Course: 26 Minutes

[Details](#) | [Launch](#) | [More Actions ▼](#)

4. If you have any technical problems, please contact the ITS Service Desk for assistance at 470-578-6999
5. Carefully read & follow the instructions and complete all sections of the course.

**Additional questions? Go to [risk.kennesaw.edu](http://risk.kennesaw.edu)**

## REQUIRED FORM

There is **one (1) form** provided at the end of this training module that you must print, complete & sign.

### --- Motor Vehicle Record Form - GEORGIA LICENSES ONLY

*(See Sample Form)*

- a. As a State Agency, KSU is required to review a copy of every employee's Motor Vehicle Record (MVR) report annually. The provided form is from the Georgia Department of Driver Services and is required for KSU to request your Georgia MVR report from DDS directly.
- b. Please complete this form in full, print, sign & date where indicated. Send the form to KSU Risk Management as instructed on page 1 of the form.
- c. You will be notified by email if you do NOT qualify to operate a vehicle on behalf of Kennesaw State University.

**\*\*IMPORTANT NOTE:** If you currently have **an Out-Of-State driver's** license, CONTACT HUMAN RESOURCES promptly to have them run your MVR and they will enter you in the system.\*\*

- ① */if you have an Out-of-State license and you are a resident of Georgia, you must obtain a Georgia Driver's License within 30 days of establishing residence. (See O.C.G.A. §40-5-20)*
- ① */if you have a Georgia License but your address or name has changed, you have 60 days to apply for a replacement license showing the correct information.(See O.C.G.A. § 40-5-33)*

**\*\*\* Send ONLY your Motor Vehicle Record (MVR) Form to Risk Management.\*\*\***

**DO NOT SEND** any other paperwork, forms or other documents as they will not be retained.

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## **LEVEL 2 - DEFENSIVE DRIVER TRAINING COURSE**

All employees who operate a vehicle on a routine basis on behalf of KSU OR operate a vehicle to transport other people (Students, guests, etc.), *regardless of frequency*, on behalf of KSU should complete this course. It is the responsibility of the Department Managers to identify these individuals.

- ① This is the 6 hour *National Safety Council Defensive Driving Course* is recognized by the State of Georgia and is free of charge to KSU employees.
- ① Upon successful completion of the course, the participant receives an official Certificate of Completion from the National Safety Council, which he or she may also submit to their personal auto insurance carrier for possible premium discounts. (State Farm offers a 10% discount. Please contact your insurance agent to determine if discounts apply to your policy.)

### **HOW?**

This Classroom course is offered monthly on each campus. To register for this course, go to [Owl Train](#) and search for *Defensive Driving*. Select the date you wish to attend and enroll online.

🔔 If you have a 10 or more employees in your department in need of this course and would like to set up a class at your location, please contact Risk Management at (470) 578-2599 or [riskmanagement@kennesaw.edu](mailto:riskmanagement@kennesaw.edu) to schedule.

# **SAMPLE FORM**

## **USE FOR GEORGIA LICENSES ONLY**

### Motor Vehicle Record Form

**If you submitted the MVR Authorization Form to Risk Management, you DO NOT need to re-submit a new form unless one of the following applies:**

1. Information on your Georgia Driver's License has changed since you submitted the original form (name change or License Number change).
2. You obtained a new Georgia Driver's License and surrendered your Out of State License.
3. Your driver status has changed and you will operate a vehicle.

**Please complete the Motor Vehicle Record Form, print, sign, and date where indicated. Send the original form to KSU Risk Management via one of the following methods.**

**\*\*If you are sending more than one (1) MVR form, please scan each form separately. \*\***

**\*\*DO NOT INCLUDE THIS PAGE WHEN SCANNING \*\***

1. Send via fax to KSU Risk Management's secure fax line, **470-578-9325**.
2. Kennesaw campus: Scan to the **#DDS** folder on a campus Ricoh device. See detailed instructions for the 2 types of Ricoh devices here:  
[Ricoh with Other Functions Button](#) or [Ricoh with Home Button](#).
3. Deliver the *original* form in person in a sealed envelope to the Office of Enterprise Risk Management, Marietta Campus, Norton Hall, room R2 - 053.
4. If you do not have access to a Ricoh scanning device and cannot deliver in person, please send the *original* form via **U.S. Mail** to:

Office of Enterprise Risk Management  
Kennesaw State University  
1100 South Marietta Parkway  
MD 9093  
Marietta, GA 30060

**\*\* If you currently have an Out-Of-State driver's license, Human Resources will run your MVR.**

To submit an Out-of-State MVR to HR please complete the following steps.

1. Go to: <<http://background.hrtrucheck.com/>>
2. Click on Applicant Backgrounds and enter Access Code: ksu
3. Go to New Users and Create a User Login and Password, then click on Register.
4. Enter Personal Information and Sign

Please make sure the position is listed as "Out of State MVR"

If you have an Out-of-State license and you are a resident of Georgia, you must obtain a Georgia Driver's License within 30 days of establishing residence. (O.C.G.A. § 40-5-20).

**Do not include this page when scanning or faxing**



**Georgia Department of Driver Services**  
 Customer Service, Licensing and Records Division  
 P.O. Box 80447  
 Conyers, Georgia 30013

**SAMPLE  
FORM**

REQUEST FOR MOTOR VEHICLE REPORT (MVR)

Employee has submitted this form as a (SELECT ONE):

- New / 1st Time Request -OR-  Name or License Number Change Request

PLEASE PRINT LEGIBLY

**SECTION 1 - DRIVER INFORMATION (must exactly match driving record)**

Full Name (First, Middle, Last)	Susan Brown Anthony		
Driver Date of Birth (MM/DD/YY)	01/01/00	Driver's License Number	012345678

**SECTION 2 - THIRD PARTY REQUESTOR INFORMATION**

Full Name (First, Middle, Last)	Office of Enterprise Risk Management
Firm Name (if applicable)	Kennesaw State University
Address	1000 Chastain Road Kennesaw, GA 30144

FOR DEPARTMENTAL USE ONLY

**SECTION 3 - TERM OF REQUEST**

Please choose one of the following options:  
 Three (3) year Georgia MVR       Seven (7) year Georgia MVR

If you are requesting a Georgia MVR by mail, please include a business sized self-addressed stamped envelope along with this request and the required payment amount. By mail, we accept personal checks, cashier's checks, money orders, and company checks.

**SECTION 4 - AUTHORIZATION TO RELEASE RECORD OF DRIVER**

Under penalty of law, I hereby (please check one)  request release of my driving record; OR  consent to release of my driving record to the person and/or entity named in Section 2, in accordance with O.C.G.A. §40-5-2.

<b>Signature of Driver</b>	<i>Susan A Brown</i>	<b>Date (MM-DD-YY)</b>	1/1/2006
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Driver's Department: FAC-Enterprise Risk Management      Supervisor: Martha Washington  
 Driver's Email: sbrow55@kennesaw.edu      Supervisor Email: mwash76@kennesaw.edu  
 Driver's KSU ID #: 000123456