

PROCEDURE

1. ENTERPRISE RISK MANAGEMENT and HUMAN RESOURCES

- 1.1 All employees are required to complete the Level 1-Mandatory Vehicle Operator Training and submit an MVR request to Enterprise Risk Management within 30 days of hire. The MVR request form is normally provided to new KSU hires during the employee orientation process. Enterprise Risk Management will conduct a check and validate that employee being considered to operate a KSU vehicle is the holder of a valid Georgia driver's license. If employee has a driver's license from another state Human Resources must conduct a check and validate that employee is the has a valid out of state driver's license and an acceptable motor vehicle record. If employee is not the holder of a valid driver's license, they may not operate any KSU vehicle, including utility and golf carts and scooters. Enterprise Risk Management will provide notification to employee's supervisor and to the KSU Fleet Supervisor if employee is not qualified to operate a vehicle for University business.
- 1.2 If employee is cited for any moving violation, either on or off duty, including a DUI citation, that employee must report the information to his/her supervisor, who will in turn, report the information to Enterprise Risk Management using DOAS for RMS-101. After a review of the citation by the Enterprise Risk Management Department a determination will be made regarding employee's continued authorization to operate vehicles a vehicle on behalf of the University.
- 1.3 Enterprise Risk Management will obtain a Motor Vehicle Report annually on every employee. If a vehicle operator has accumulated 10 or more violation points within the last 36 months (3 years) on their driver's license, the vehicle operator will be suspended from driving any vehicle on behalf of the University. *See section 8.3.11 for additional disqualifications*

2. DEPARTMENT HEAD(S)

- 2.1 It is the responsibility of each department head to manage the vehicles assigned to them, including leased vehicles under their control. The department heads will request a driver's license check for all new hires, and any current employees not already checked, prior to allowing them to operate a vehicle on behalf of the University. *A tool to assist department heads in this task has been created. See Job Aid ERM05 – SAS Reporting Guide – KSU Driver Qualification Program.*
- 2.2 All vehicle operators are obligated to report all traffic violations either on or off duty, to the department head or their immediate supervisor within 24 hours of the occurrence. Employees who fail to do so may have their operating privileges revoked and subject to disciplinary action up to and including termination.
- 2.3 The department head/supervisor will report this information to Enterprise Risk Management using *DOAS form RMS-101*. If a vehicle operator reports a citation for Driving under the Influence of drugs or alcohol (or any violation included below), the department head/supervisor will immediately suspend the operator's KSU driving privileges and report the matter to Enterprise Risk Management.
- 2.4 When Enterprise Risk Management notifies a department head/supervisor that a vehicle operator has accumulated 10 or more points within the last 36 months on their driver's

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license, the vehicle operator will be suspended from driving any vehicle on behalf of the University. The department head will contact Enterprise Risk Management for assistance in determining the state of the operators driving privileges.

3.1 ALL EMPLOYEES

- 3.1.1 All employees, within 30 days of hire, are required to complete the Level 1-Mandatory Vehicle Operator Training and submit an MVR request form to Enterprise Risk Management, and receive approval prior to operating a vehicle on behalf of the University.
- 3.1.2 All employees who will be operating a vehicle for any purpose must have a valid driver's license.
- 3.1.3 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 University business are to disclose any license expiration, suspension, or revocation.
- 3.1.4 All employees who will be transporting students, guests or other employees in a vehicle must complete the Level 2 training – Defensive Driving Course (DDC6) and pass with a score of 80 or better to receive qualification to drive for University business.
- 3.1.5 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 within 24 hours of the occurrence. Operators who fail to do so may have their operating privileges revoked. This is a violation of KSU work rules, and subject to disciplinary action up to and including termination.
- 3.1.6 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.