We are the Office of Insurance and Risk Management.

Today we will take a brief look at the Driver Qualification Program.

All documents referenced in this presentation are available on the Insurance and Risk Management website, risk.kennesaw.edu.
The KSU Driver Qualification Program & Motor Vehicle Record Review is a process adopted by KSU to implement the State of Georgia Policy requirements. This program is a requirement of the CLCP and we are working with the campus now to bring KSU into compliance as well as introduce departments to new tools available to assist them in monitoring their employees’ compliance with the program.
This program affects ALL part-time and full-time Faculty, Staff, Student Workers and any other party that receives a compensation from KSU, as well as Volunteers who are part of an organized KSU Volunteer Program.
This affects all **Employees (including Volunteers)** who operate a vehicle within the course and scope of their duties here at KSU, regardless of who owns the vehicle and regardless of how often they drive.

A **VEHICLE** may be a KSU Fleet, Rental, Personal or Low Speed Vehicle; this is NOT limited to only KSU owned fleet vehicles. State Tort liability insurance covers the acts of the employee, not any particular vehicle.
In 2008, the Georgia Legislature passed Senate Bill 425 that authorizes the Department of Administrative Services to establish incentive programs based upon agency participation in loss control programs.

These incentives include reduced insurance premiums and lower deductibles on claims. The Comprehensive Loss Control Program, or CLCP, was implemented by DOAS for this purpose.
Here is the implementation timeline established by DOAS for all State Agencies.

Note that we are 6 years in to full implementation and in the “penalty” phase for non-compliance
Penalties for Non-compliance:

In addition to the 10% surcharge on Premiums, if DOAS determines that an **Unqualified Driver** caused a preventable accident, the agency will be charged a per accident surcharge. This amount will be charged back to the driver’s department.
Component 7 of the CLCP includes requirements for Driver Qualification programs.

“Employees who drive on State business regardless of vehicle ownership (state, personal, rented, or leased) are covered for damages caused while operating the vehicle.”

In other words, if an employee is operating a vehicle for business within the course and scope of their employment at KSU then they are protected, under the Tort Claims Act, from personal liability.

KSU BUSINESS includes travel between campus locations, driving to meetings, attending a conference or completing any University business that requires driving.
Annual inspections are conducted by a DOAS Loss Control Officer to assure compliance.
A requirement under this component is to establish a driver qualification program as described in the CLCP Agreement.

**The program must include:**

- Minimum Annual Training Standards
- And Annual MVR Checks on all employees
The KSU Driver Qualification Program involves two “Levels” based upon an employee’s driving responsibilities:

**Level 1** is required annually of ALL employees.
There are two (2) steps involved in this Level.
a) Online Training  
b) MVR Check

**Level 2** is only required if an employee transports others or operates a KSU vehicle.
Examples include driving vans (KSU or Non-KSU owned) or other vehicles to transport students or guests; Any operation of a KSU Fleet vehicle (Exceptions include Police Officers who already receive required driver training).

**Level 1** is required annually of ALL employees (including volunteers).
There are two (2) steps involved in this Level.
a) Online Training  
b) and MVR Check

**Level 2** is in addition to Level 1, is only required if an employee transports others or operates a KSU vehicle on a regular basis.
Again, Level 1 applies to ALL KSU employees (and Volunteers)

- Everyone must complete the ANNUAL training online. Anyone with a Net ID and password has access to this training.

- The Training is presently available in Owl Train.
  
  - The training only takes about 20 minutes to complete. You must complete all modules of the training.
  - Please use either Firefox, Chrome or Safari to access the training. UITS recently advised that there are issues with Internet Explorer that cause the system to not register completion of the course. For questions related to technology or technical issues, please call the UITS Service desk for assistance.
The First time an employee completes the Mandatory Vehicle Operator Training, the employee should download the Motor Vehicle Request form located at the end of the training module, complete sign and submit it to our office as instructed on the form.

For subsequent annual trainings, the employee does not need to re-submit this form unless she/he has a name change or a driver’s license number change.

As of January 2017 this form is included in the new hire paperwork, and is then submitted to our office by HR. The new hire then has 10 days to complete the Mandatory Online Training, or they are Disqualified from driving on behalf of KSU for any State business, and they are not in Compliance with the State Policy.
Prior to January 2017, this form was not obtained at New Hire Orientation and On-Boarding. Any pre-employment MVR that HR completes is not provided to our office as it is part of the pre-employment package, therefore, this form is required to be submitted to our office for Insurance purposes. If you have any question about whether you submitted this form previously, please submit it again.
After the MVR form has been submitted to Risk Management, the employee will receive a reminder each year 15 days prior to the expiration of their annual training. The reminder will contain a link to the training module.
If an employee does not have a license, has a Class D-Learner’s Permit or a Class CP-Provisional license, or will NEVER operate a vehicle for ANY business purpose (even once a year for a conference, etc.) the employee may opt to complete the Motor Vehicle Operator Training and MVR Check Request Exemption Form. By signing this form the employee acknowledges the/she will NEVER drive on behalf of KSU for any business purpose.

It is important to remember that exemption from this program also excludes the employee from auto liability insurance coverage under the State Tort Claims Act, and they will no longer have the same immunity from personal liability as other State employees.
This form can be found on the Insurance and Risk Management website, risk.Kennesaw.edu. The Exemption form must be signed by the employee and his/her supervisor. The supervisor is required to sign the form as an acknowledgement of the employee’s driving status with the University.
Level 2 training is only required if an employee transports others or operates a KSU vehicle on a regular basis.

The course is, however, open to all KSU employees and students.

This course is licensed by the National Safety Council and approved by the Georgia Insurance Commissioner’s office for discounts on personal automobile insurance policies. Check with your insurance agent for any applicable discount; I have State Farm and I receive a 10% premium discount.

The course is offered monthly on each campus. Registration is through Owl Train.
We worked with ESS to develop the Motor Vehicle Operations Training and Reports tool in SAS. This SAS report is available for you to view the employees within your department to determine their compliance with the Driver Qualification Program.

In March of 2017 an email was sent out to all employees who were not in compliance with the Driver Qualification Program to notify them of their non-compliance, prior to rolling out the SAS Tools to the business managers. Going forward, departments will be responsible for assuring all of their employees are in compliance. Keep in mind, “employees” include ANYONE who receives a pay check from KSU; Full-time and part-time Faculty, Staff, and student workers.
According to HR, KSU has just over 7,000 (7,048) paid employees,
Only approximately 5,080 are in compliance.
Which means less than 40% of KSU employees are compliant with
the DOAS Driver Qualification Program.
This SAS report is a tool that you can use to see which employees are in compliance and when training expiration dates are approaching.

When you open the Motor Vehicle Operations Training and Reports in SAS you will see Instructions, from here you can click on the link to open and download the SAS Report Guide and the Job Aid for the KSU Driver Qualification Program and Training

These job aids can also be found on our website.
From the Table of Contents you will see the SAS Reports available.

If you are the Business Manager for more than one department, all departments will be listed separately.

All reports can be Exported to Excel and printed from there, to be shared with department supervisors and department personnel managers as necessary. There is no personal identifying information (such as DOB or Driver’s License No.) included on these reports.

The Motor Vehicle Operations Training and Reports pulls the training dates directly from our MVR Database. The SAS Report is updated overnight, and is current with our MVR database the next day.
This is a sample of the Department Summary – All Employees

The Status Column is the most important column. Only **Qualified** and **Qualified by HR** statuses are in compliance and permitted to operate a vehicle for KSU business purposes. Employees are only Qualified by HR if they have an Out of State license.

The Status Key report with a complete list of status codes may also be found under the link **SAS Report Guide** or on our website risk.Kennesaw.edu
If there is no information in the status column, and both of the training dates are blank, this employee is Not in Compliance with the Driver Qualification Program.

This employee has not taken the required Mandatory Online Training, nor have they submitted the MVR Request form or an MVR Exemption form. The MVR request or MVR Exemption form is what triggers this information in our MVR Database.
Are there any questions?
Job Aid IRM 05
KSU Driver Qualification Program & SAS Reporting

QUESTIONS?

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