

Driver Qualification Program FAQs

- I HAVE ALREADY TAKEN THE ONLINE TRAINING BUT MY NAME WAS NOT ON THE REPORT SHOWING I COMPLETED THE MOTOR VEHICLE FORM (MVR) AND MANDATORY VEHICLE OPERATOR TRAINING. WHAT SHOULD I DO?

You will not be included in the Driver Qualification Database as “Qualified” unless you have successfully completed and submitted the [Georgia Motor Vehicle Record \(MVR\) Request Form](#) or an [Out of State Motor Vehicle Record \(MVR\) Request Form](#), we have a satisfactory MVR Report on file and you have completed the online Mandatory Vehicle Operator Training.

Review your Activity Completion in the Owl Train to make sure you have completed all of the training course. To review your completion do the following:

- Visit owltrain.kennesaw.edu
- Log-in with your NetID and password.
- You can confirm your completion status on the Learning Transcript page. The Learning Transcript can be found under Quick Links on the OwlTrain home page.
- Please note – The due date in the OwlTrain Learning Plan may not be correct due to system updates.

If you have difficulty doing any of this, contact the ITS Service Desk.

**Reminder: Risk Management needs the [Motor Vehicle Record \(MVR\) Request Form](#) ONLY. It is step 5-7 in the training and links directly to the forms you need to fill out for your MVR to be run.

- I AM CONCERNED ABOUT SENDING MY MOTOR VEHICLE RECORD (MVR) REQUEST AUTHORIZATION FORM THROUGH INTER-OFFICE MAIL. HOW MAY I SEND IT SECURELY?

We hear your concerns and have developed a process to address this. You may send your completed MVR Authorization form to Risk Management in one of the following ways:

1. Securely scan the form in the RICOH scanner system to folder #DDS.

Instructions:

1. [Using the Ricoh Printer with the Home Button](#)
2. [Using the Ricoh Printer with the Other Function Button](#)

2. Hand deliver the form in a sealed envelope to Risk Management – Chastain Pointe, Suite 109A, Kennesaw Campus
 3. Send it through U.S. Mail to: KSU Risk Management, 1000 Chastain Road, MD 3603, Kennesaw, GA 30144
- I DON'T HAVE A GEORGIA LICENSE, DO I STILL FILL OUT THE GEORGIA MVR REQUEST FORM?

No, HR must run all Out-Of-State license checks.

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).

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

1. Submit the [KSU Out of State Motor Vehicle Record \(MVR\) Request Form](#), located under Resources on our website risk.kennesaw.edu, to HR by emailing to backgrounds@kennesaw.edu
 2. HR will input your information into their system and you will receive an automatic email from DoNotReply@talentwise.com with a link to complete the electronic background consent form.
 2. This electronic process allows you to fill out the consent form on a secure website and sign with an electronic signature.
 3. You will have 5 business days to respond to the automatic email or the background consent link will expire and your driver qualification status will reflect you, and your department are not in compliance with State policy regarding the Driver Qualification Program.
 4. If you do not receive an email within 5 days of submitting your information to HR, please check your spam folder.
 5. If you still do not have the email, please email backgrounds@kennesaw.edu and advise.
- WILL THE EMPLOYEE OR DEPARTMENT BE REQUIRED TO PAY A FEE FOR THE MVR REPORT?

There is no charge to the employee or department to run a Georgia MVR Report. There is, however, a charge to the department for Out of State MVR reports.

- WHY DO I HAVE TO COMPLETE THE MANDATORY VEHICLE OPERATOR TRAINING AND MVR (MOTOR VEHICLE RECORD) CHECK?

Unfortunately, we live in a very litigious society. The "Course and Scope" of a person's employment has been stretched to include personal vehicle use to drive to meetings

across campus, running a quick errand to the office supply store, surplus, basically any use that can possibly be connected with a person's profession. Plaintiff Counsel will look for ANY connection to a larger entity in order to add an employer on to any legal action. Personal Insurance policies exclude business use unless a business endorsement is purchased.

Do you EVER...

- Drive your vehicle to meetings, conferences, training, or for any other purpose related to your profession or position at KSU?
- Drive your vehicle to another location across campus?
- Drive your vehicle to pick up supplies, materials or other items either on campus or to other locations such as Staples, Walmart, the grocery store, etc.?
- Do you drive your vehicle for any other purpose besides personal transportation to and from work?

If so, not only could you be held personally liable for damages or injuries related to an auto accident, in many cases, KSU could also be held liable.

If an employee is involved in an accident and the training and MVR check have not been completed, DOAS has authority to:

1. Surcharge all of KSUs insurance premiums by 10% plus increased co-pays on every claim for at least 2 years;
 2. Deny coverage for the loss which puts KSU and the employee on the hook for the entire claim;
 3. If DOAS determines that an Unqualified driver caused a preventable accident that resulted in a claim payment to a third party for either property damage or bodily injury, the agency will be charged a per accident co-payment of up to \$1,500 which is charged back to the department.
- I HAVE WORKED AT KSU FOR 8 YEARS, WHY HAVE I NOT BEEN REQUIRED TO COMPLETE THIS BEFORE?

In 2009 KSU agreed to participate in the CLCP (Comprehensive Loss Control Program) through DOAS (Department of Administrative Services), which reduces our insurance premiums and also reduces claim deductibles. The Driver Qualification Program was adopted by KSU to implement the State of Georgia policy requirements in April 2014. Since that time we have been relaying information to campus in an attempt to have everyone in compliance. You can review this CLCP agreement on our website under Resources.

- HOW DO I KNOW IF MY EMPLOYEES ARE IN COMPLIANCE WITH THE STATE POLICY?

Risk Management has worked with ESS and has developed a report in SAS that most Business Managers have access to. This report is under Motor Vehicle Operations

Training and Reports in the SAS System. If you do not have access to SAS, you can email Risk Management at riskmanagement@kennesaw.edu, and request this report be sent to you.

- I DO NOT HAVE A DRIVER'S LICENSE OR I NEVER OPERATE ANY VEHICLE, INCLUDING MY PERSONAL VEHICLE, TO ATTEND MEETINGS, RUN ERRANDS, ATTEND CONFERENCES, OR ANY OTHER PURPOSE RELATED TO MY EMPLOYMENT OR PROFESSION. DO I NEED TO COMPLETE THE TRAINING ANYWAY?

No, under this circumstance you do not need to complete the training. You MUST, however, complete the [Mandatory Vehicle Operator Training and MVR Check Request for Exemption form](#) and send it to Risk Management. This form will be scanned in, just as the MVR Request forms are scanned to NOLIJ. This MVR Exemption Form can be found on the Risk Management website risk.kennesaw.edu under Resources.

If your driving status changes, it is your responsibility to complete the training and MVR Authorization before you operate a vehicle for any business purpose.

- I HAVE A CLASS CP (PROVISIONAL PERMIT) AND I RECEIVED AN EMAIL STATING I AM NOT QUALIFIED TO DRIVE FOR KSU. WHY IS THIS?

We cannot qualify any employee who carries a Class CP (Provisional Permit) or a Class D (Learner's Permit) driver's license, as we cannot be responsible for the provisions/restrictions of those license classes. After you turn 18 you can update your license to a Class C license and be requalified to drive at that time.

- WHAT ARE THE LIMITATIONS/PRIVACY PROTECTIONS IN THE USE OF THE DATA?

The records will be electronically stored in NOLIJ Web. Any hard copies will be shredded. The actual MVR report will not be converted to hard copy unless a copy of the report is requested, in writing, by the employee. This is a direct connection to Department of Driver Services (DDS). KSU ESS has worked with DDS in the set-up of this application.

- WHAT WILL THE INFORMATION BE USED FOR AND BY WHOM?

The information will only be used to assure that the employee is qualified to operate a vehicle on behalf of KSU. If the employee is NOT qualified, the employee and his/her direct supervisor will be notified by email that he/she may not operate a vehicle for business use.

As with any insurance company, an MVR is a view of the person's driving history. This is a vital part of Insurance Underwriting as well as an indicator of whether or not an entity should allow a person to operate a vehicle in their name. Think about it. How many

news stories have you seen where someone is involved in a serious vehicle accident and it turned out that the driver was a habitual violator or had a history of DUI's? How does the media get this information? I really don't know, but they do. If KSU allowed someone to operate a vehicle on the institution's behalf and it turned out the operator's license was suspended or restricted, or the person may not be safe to operate that vehicle; it is deemed as negligence on the part of KSU. This is not a new concept. In private industry, MVR's are checked regularly. Employees often bear the expense of purchasing business endorsements on their personal policy and placing their employer as an additional insured.

- I ALREADY COMPLETED THE MANDATORY VEHICLE OPERATOR TRAINING ONLINE A FEW MONTHS AGO; DO I HAVE TO TAKE IT AGAIN? CAN YOU CONFIRM THAT I AM CHECKED OFF?

No, you do not have to take the online course again. BUT.....

- Login to [OwlTrain](#) using your Net ID and password
- On the main page click **Learning Transcript** on the left side bar under **Quick Links**
- In the list of trainings you should see **Mandatory Vehicle Operator Training**, here you can see when the course was last completed.
- If there is not a date in the **Completed** column you did not complete the course and you will need to access the course again to complete the training.
- Make sure you go all the way to the end of the training and click on **EXIT** at the top of the page in order to mark the training Complete.

Please note in the Learning Plan, the due date is not showing as correct due to system updates. Your training is due 364 days after the last completed date showing in the Learning Transcript.

- IS THIS SOMETHING WE WILL HAVE TO DO EVERY YEAR?

Yes, the Mandatory Vehicle Operator Training is required annually as well as the MVR check. If any of your employees qualify for the Defensive Driver Training requirement, that course is only required every 5 years.

- I DON'T KNOW IF I PREVIOUSLY SUBMITTED AN MVR REQUEST FORM. DO I NEED TO SUBMIT ANOTHER ONE?

You can submit another form, it's better to have more than one on file than to not have one. If there is already a form on file we will upload the new one to our system.

- I CANNOT VIEW THE VIDEOS AND THE SYSTEM WON'T LET ME COMPLETE MY ONLINE TRAINING MODULE. HOW DO I FINISH THE TRAINING? I HAVE WATCHED THE AUTO LIABILITY PROGRAM VIDEO THREE TIMES NOW, AND IT WILL NOT CHECK OFF THAT I HAVE WATCHED THE VIDEO. LET ME

KNOW WHAT I NEED TO DO IN ORDER TO BE ABLE TO COMPLETE THIS TRAINING.

OwlTrain is not compatible with Internet Explorer, you must complete this training in FireFox or Google Chrome. If you have any difficulty completing the online training module and obtaining the required forms, contact the University Information Technology Services (UITs) Service desk for assistance at 470.578.6999. This issue can usually be corrected in just a few minutes.

- IF I AM NOT OPERATING A KSU VEHICLE, WHY DO I HAVE TO GO THROUGH THE KSU MANDATORY DRIVER QUALIFICATION PROGRAM?

The Driver Qualification Program is in compliance with the State of Georgia Department of Administrative Services (DOAS) qualified driver program. This program is for ALL employees of KSU who drive University owned or controlled vehicles, rental vehicles, or use personal vehicles for KSU business.

- EMPLOYEE – ALL full-time and part-time faculty and staff, student workers, graduate assistants, temporary and seasonal workers.
- VEHICLE – Any vehicle used for KSU business. KSU owned and controlled vehicles, rental vehicles from fleet or an outside agency using the State rental program, golf carts, gators and personal vehicles used while on KSU business.
- KSU BUSINESS – travel between campus locations, driving to meetings, attending a conference or completing any University business that requires driving and/or you receive mileage reimbursement from the University.

We must be in full compliance with State policy and insurance requirements. Regardless of ownership, there are numerous circumstances in which KSU may be held liable for injuries and damages to a third party regardless of ownership of the vehicle involved.

- I ALREADY HAD MY MOTOR VEHICLE RECORD (MVR) RUN BY HUMAN RESOURCES. WHY DO I NEED TO DO THIS AGAIN?

Any pre-employment Background check and MVR documents are maintained in your employee file maintained by HR because of privacy restrictions, and Risk Management does not have access to these documents.

As part of the On-Boarding and Orientation process since January 2018 you were required to submit an MVR Request form, which was then forwarded to our office. This form was then uploaded into the Driver Qualification database that is connected directly to the Georgia Department of Driver Services (DDS). Once your MVR Authorization Form is scanned into the system, you will not need to complete the form again unless your driver's license status changes. Our database will also notify you when you need to complete your next annual training.

- I DRIVE MY PERSONAL VEHICLE TO MEETINGS ACROSS CAMPUS OR OCCASIONALLY TO MEETINGS OFF CAMPUS. OTHER THAN THAT, I ONLY DRIVE MY PERSONAL CAR TO AND FROM WORK. DO I HAVE TO TAKE THIS TRAINING?

Yes, you need to complete the Level 1 requirements: LEVEL 1 – MANDATORY ANNUAL TRAINING and MOTOR VEHICLE RECORD (MVR) CHECK - APPLIES TO ALL EMPLOYEES

All employees must complete the Mandatory Vehicle Operator Training on an annual basis. This course is available online through OwlTrain. The online course takes less than 30 minutes to complete and satisfies the State requirement for basic annual training.

- HOW?

1. Go to [OwlTrain](#) and log in with your Net ID and Password.
2. Go to View Learning Plan at the top of the page.
3. Look for Mandatory Vehicle Operator Training
**Note – the due date showing is not correct, it changes based on system updates.
4. Click on Launch to start the training.
5. Make sure you go through the entire training
6. At the end of the training it will state “You have successfully Completed the Mandatory Vehicle Operator Training”
7. Click on Exit at the top of the training module in order to mark the training complete
8. Print a Certificate of Completion for your records, if you wish to do so.
9. If you have any technical problems, contact the UITS Service Desk for assistance at 470.578.6999.

- I HAVE COMPLETED THE ONLINE MANDATORY VEHICLE OPERATOR TRAINING AGAIN BUT I AM UNABLE TO PRINT A CERTIFICATE

- Login to [OwlTrain](#) using your Net ID and password
- On the main page click **Learning Transcript** on the left side bar under **Quick Links**
- In the list of trainings you should see **Mandatory Vehicle Operator Training**, here you can see when the course was last completed.
- Under **Actions** (last column on the right) click the arrow.
- Click on View Certificate, and you should be able to Print the Certificate from this page.
- If there is not a date in the **Completed** column you did not complete the course and you will need to access the course again to complete the training.
- Make sure you go all the way to the end of the training and click on **EXIT** at the top of the page in order to mark the training Complete.

- I OCCASIONALLY SHARE A RIDE IN MY PERSONAL VEHICLE WITH OTHER EMPLOYEES TO ATTEND MEETINGS AND EVENTS OFF CAMPUS. DO I HAVE TO TAKE THE 6-HOUR DEFENSIVE DRIVING COURSE?

No, you are not required to complete the six hour National Safety Council Defensive Driving Course to share a ride with another employee in your personal vehicle.

Our primary purpose for Level 2, six hour Defensive Driving Course is safety of our students and guests for which KSU would be primarily liable in the event of an accident. This includes KSU owned and rental vehicles, as well as privately owned vehicles.

While the National Safety Council Defensive Driving Course is open to all KSU employees, supervisors and managers should determine which of their employees meet the guidelines and are required to complete this course.

The requirement states:

- a. All employees who operate a vehicle on a regular weekly or monthly basis on behalf of KSU and employees who routinely drive as part of their job duties.
- b. All employees who transport others regardless of frequency, because we have numerous programs where our employees only occasionally operate vans, multi-passenger low-speed vehicles (such as golf carts used as shuttles) but they do so in conjunction with KSU programs and events that may include students, volunteers and guests.

If you are unsure if you have an employee who may be required to complete this training, contact: Office of Insurance and Risk Management
Email: riskmanagement@kennesaw.edu
Phone: 470.578.2599

- I RECEIVED AN EMAIL ABOUT MY DRIVER STATUS, WHAT DOES THIS STATUS MEAN?
 - Not Qualified-Online Training - Employee has submitted an MVR form but has not completed the Mandatory Vehicle Operator Training online through Campustraining.kennesaw.edu
 - Not Qualified-Defensive Driving Course - Employee has been identified as needing to complete the Defensive Driving Course and they have not done so.
 - Not Qualified - Employee is not currently qualified to operate a vehicle (Rental, Personal, Fleet, etc.) on behalf of KSU under any circumstances; An Employee may be listed in this status for a wide variety of reasons, EXAMPLES include:
 - Typographical errors on the MVR Form submitted therefore MVR returns “Driver was not found” from DDS
 - Employee submitted Out of State License Number on GEORGIA MVR Request form therefore “Driver was not found” error returned from DDS.
 - Georgia Driver’s License is Expired, Suspended or does not meet the Qualification standards listed in the KSU Motor Vehicle Operator Policy

- Employee carries a Class CP (Provisional Permit) or Class D (Learner's Permit). We do not qualify employees with these class licenses due to provisions we cannot be responsible for.
- Employee needs to contact Risk Management to provide revised data and/or determine reason for disqualification

If you are Not Qualified to drive you will need to update your training before you can be re-Qualified to drive.

- I AM REVIEWING A MANAGEMENT REPORT FROM RISK MANAGEMENT. WHAT DO THE VARIOUS STATUSES MEAN?

Status Explanation

- Qualified - Employee is qualified to operate a vehicle on behalf of KSU
- Exempt - Employee claims Exemption from the program therefore may not operate a vehicle (Rental, Personal, Fleet, etc.) on behalf of KSU under any circumstances.
- Qualified by HR - Employee has an Out of State driver's license, submitted the appropriate form to HR; MVR was run by HR and employee is qualified to drive.
- Not Qualified-Online Training - Employee has submitted an MVR form but has not completed the Mandatory Vehicle Operator Training online through Campustraining.kennesaw.edu
- Not Qualified-Defensive Driving Course - Employee has been identified as needing to complete the Defensive Driving Course and they have not done so.
- Not Qualified - Employee is not currently qualified to operate a vehicle Rental, Personal, Fleet, etc.) on behalf of KSU under any circumstances; An Employee may be listed in this status for a wide variety of reasons, EXAMPLES include:
 - Typographical errors on the MVR Form submitted therefore MVR returns "Driver was not found" from DDS
 - Employee submitted Out of State License Number on GEORGIA MVR Request form therefore "Driver was not found" error returned from DDS.
 - Georgia Driver's License is Expired, Suspended or does not meet the Qualification standards listed in the KSU Motor Vehicle Operator Policy
 - Employee carries a Class CP (Provisional Permit) or Class D (Learner's Permit). We do not qualify employees with these class licenses due to provisions we cannot be responsible for.
 - Employee needs to contact Risk Management to provide revised data and/or determine reason for disqualification
- Under Review - Employee's MVR was just processed and has not yet been reviewed by Risk Management
- Not Processed - Employee's MVR Form was received the day that the report was run and entered into the system. It will process overnight with the Georgia Department of Driver Services.
- Error-Reprocess - Initial Processing returned an error – data has been revised and MVR request will be reprocessed overnight.

