

Kennesaw State University  
 Policy: KSU Motor Vehicle Operator Policy  
 KSU Policy Category: Operations, Personnel

Policy Title	KSU Motor Vehicle Operator Policy
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## 1. Policy Purpose Statement

To develop a policy that ensures all employees who drive vehicles on behalf of KSU have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate training based on the nature of the driving requirements associated with employee's position.

## 2. Background

To establish guidelines and policy governing the use of KSU owned, leased vehicles or personal vehicles and the transporting of employees, students, or guests by authorized KSU vehicle operators.

KSU employees may have work assignments that involve driving a vehicle to accomplish Institution business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on-the-job, KSU has established this Motor Vehicle Use Policy, which sets driving qualification standards for KSU drivers and requires training and other appropriate action for employees who fall outside those standards.

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) authorized under Senate Bill 425.

## 3. Scope (Who is Affected)

This policy affects all KSU employees. Specifically, this policy applies to all KSU employees and KSU qualified volunteers who operate a vehicle on Institution business regardless of frequency of driving and ownership of the vehicle.

## 4. Exclusions or Exceptions

### 4.1 The only exclusions or Exceptions are:

4.1.1 KSU employees who do not possess a valid driver's license

4.1.2 KSU employees who will never operate a vehicle for University business of any kind due to license restrictions or other restrictions as approved by Risk Management and/or HR.

4.2 Any employee who claims exclusion under this policy must submit a fully executed *Mandatory Vehicle Operator Training and MVR Check Request for Exemption* Form to the Risk Management annually. This form provides for an exemption from the training and Motor Vehicle Record check and prohibits employee from operating any vehicle on behalf of KSU. The Exemption Form further certifies that employee will never operate any vehicle for any other purpose besides personal transportation to and from work.

## 5. Definitions and Acronyms

**CLCP** – The Georgia Department of Administrative Services Comprehensive Loss Control Program.

**DOAS** – the Georgia Department of Administrative Services

**Driver's License** – A non-provisional, unrestricted license issued by the State or Federal Government authorizing the bearer to operate a motor vehicle. See [Georgia Department of Driver Services driver's license classifications](#)

**Employee** - Any Faculty, Staff, Student Workers, Volunteers and any other party acting on behalf of KSU. *Note that Vendors or Contractors are not covered under the State of Georgia insurance and therefore are NOT allowed to operate a vehicle on behalf of or owned by KSU.*

**Level 1 Training** – Mandatory Vehicle Operator Training completed online annually as instructed on Job Aid ERM01 – KSU Driver Qualification Program.

**Level 2 Training** – Six (6) hour National Safety Council Defensive Driving Course (DDC6) presented in classroom by a National Safety Council certified facilitator.

**Motor Vehicle Record** - A report from the Agency that issues driver's licenses, listing accidents and violations that appear on the driver's driving record and license status.

**Vehicle** - Includes all KSU Owned motorized vehicles, Rental vehicles, Leased vehicles or Personal vehicles; regardless of ownership or frequency of use. This also includes Low Speed Vehicles (LSV) including but not limited to golf carts, mules and any other motorized vehicle.

**Volunteer** – An individual not employed by the University but acting on its behalf under the supervision of an authorized University employee as part of an organized volunteer program. KSU employees may also be volunteers for qualified programs that are not within the normal course and scope of their employment duties with KSU.

## 6. Overview

It is required that all employees of KSU who drive University owned or controlled vehicles, rental vehicles or personal vehicles for KSU business usage should be appropriately licensed and meet acceptable driving standards as defined within the policy. The level of driver training is based upon the driving requirements as determined by employee's job function.

## 7. Policy

**7.1** Only KSU faculty, staff, student workers and volunteers who hold a valid State driver's license and who maintain good driving records, are authorized to operate KSU vehicles.

**7.2** All employees who will be operating a vehicle for any purpose must have a valid driver's license.

**7.3** KSU vehicles will be used for official university business only. Employees will operate KSU vehicles in accordance with all applicable traffic laws and in a safe manner.

**7.4** ALL employees are required, within 30 days of hire, to complete and submit an Exemption form (as noted in section 4) OR complete Level 1-Mandatory Vehicle Operator Training, submit a Motor Vehicle Report (MVR) Request to Risk Management or to Human Resources and be approved before operating any KSU vehicle. The Training must be completed and approved each year.

**7.5** Any KSU Employee who has accumulated ten (10) or more violation points within the past 36 months (3 years) will not be permitted to operate any motor vehicle on KSU related business

**7.6** KSU 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 5 years in addition to the annual Level 1 – Mandatory Vehicle Operator Training and MVR check. Department heads may require this course for their employees on a more frequent basis, with the concurrence of Risk Management.

**7.7** KSU Employees who will transport students, guests or other employees in any vehicle must not have accumulated more than six (6) violation points within the past 36 months (3 years).

**7.8** 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 by no later than the next business day following the occurrence. Employees 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.

## **7.9 RISK MANAGEMENT and HUMAN RESOURCES**

7.9.1 Risk Management or Human Resources 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 7.7 & 7.8 for additional disqualifications*

## **7.10 DEPARTMENT HEAD(S)**

7.10.1 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 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](#).*

7.10.2 All Employees 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. The department head/supervisor will report this information to 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 Risk Management.

7.10.3 When the Risk Management notifies a department head/supervisor that a vehicle operator is "Not Qualified", the vehicle operator will be suspended from driving any vehicle on behalf of the University.

7.10.4 It is the responsibility of each department head to assure all of their employees are in compliance with Level 1 annual training and MVR check and to assure any and all employees who may transport others have completed the required Level 2 training. See [Job Aid ERM05 – SAS Reporting Guide – KSU Driver Qualification Program](#)

## 7.11 ALL EMPLOYEES

- 7.11.1 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.
- 7.11.2 Employees who drive on University business are to disclose any license expiration, suspension, or revocation.
- 7.11.3 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.
- 7.11.4 No smoking is permitted in any KSU vehicle. This is a State Law and violations may result in disciplinary action.
- 7.11.5 No text messaging is permitted when driving a KSU vehicle. This is a State Law and violations may result in disciplinary action.
- 7.11.6 The use of cell phones should be strictly limited while operating a vehicle.
- 7.11.7 If a vehicle operator reports a citation for Driving under the Influence of drugs or alcohol (or any violation included in section 7.11.8), the department head/supervisor will immediately suspend the operator's KSU driving privileges and report the matter to Risk Management.
- 7.11.8 If the driving record of an employee reflects any of the following offenses within the past 3 years, he/she may not operate a vehicle on behalf of KSU, regardless of points on their driving record.
  - 7.11.8.1 Leaving the scene of an accident
  - 7.11.8.2 Refusal to submit to 'testing'
  - 7.11.8.3 Driving under the influence
  - 7.11.8.4 Vehicular homicide, assault or manslaughter
  - 7.11.8.5 Aggressive Driving
- 7.11.9 Upon notice to the employee of disqualification of driving privileges by KSU:
  - 7.11.9.1 The employee will have 3 days to request in writing a copy of his/her Motor Vehicle Record Report on which the disqualification was based.
  - 7.11.9.2 If the employee believes that his/her driving record is incorrect, it is the responsibility of the employee to contact the Georgia Department of Driver Services or other issuing authority to have his/her driving record corrected.
  - 7.11.9.3 When any corrections are completed, it is the responsibility of the employee to notify the Risk Management that the corrections have been made and Risk Management will request an updated MVR from the Georgia Department of Driver Services or other issuing authority.

## 8. MOTOR VEHICLE ACCIDENTS

- 8.1 All employees are required to report any accident involving a KSU owned, leased, rented or a personal vehicle operated on behalf of the University to the appropriate law enforcement agency.
- 8.2 In the event of an accident, employee is required to follow the procedures referenced in [Job Aid ERM03 – What to do in case of an accident](#) <http://risk.kennesaw.edu/resources.php>

## **9. “Driver Check” f.k.a. ”Report My Driving” Program Reports**

- 9.1** As part of the DOAS Comprehensive Loss Control Program (CLCP), KSU agrees to comply with the “Driver Check” program.
- 9.2** The “Driver Check” program is administered by KSU’s Fleet Management Department and all KSU Fleet vehicles have a corresponding bumper sticker used for reporting purposes.
- 9.3** KSU Fleet Management will notify drivers of any driving reports submitted through “Driver Check” related to their operation of a KSU Fleet vehicle.
- 9.4** 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.
- 9.5** Drivers must complete training based on the severity of the offense.
- 9.6** Reports received will be added to employee file.
- 9.7** Excessive reports will be reviewed and may result in disciplinary action.

## **10. Related Documents**

- 10.1** [KSU Motor Vehicle Training and MVR Check Exemption Form](#)
- 10.2** [Georgia Liability Insurance Identification Card](#)
- 10.3** [DOAS Form RMS-101](#)
- 10.4** [Georgia Motor Vehicle Record Request Form](#)

## **11. Related Procedures**

- 11.1** [Job Aid ERM01 – KSU Driver Qualification Program](#)
- 11.2** [Job Aid ERM03 – What to Do in Case of an Auto Accident](#)
- 11.3** [Job Aid ERM05 – SAS Reporting Guide – KSU Driver Qualification Program](#)
- 11.4** [Job Aid ERM06 – General Procedures for KSU Motor Vehicle Operator Policy](#)