Requirements for Operating a DSC Vehicle

10/17/23

The Public Safety Department at Dalton State maintains the listing of drivers approved to operate a Dalton State Vehicle. Please contact us with any questions; [motorvehicleprogram@daltonstate.edu](mailto:prtate@daltonstate.edu). It is important that persons requesting approval to drive allow plenty of time to complete all requirements before their trip.

This is a checklist of the required items to be completed to be authorized to operate a Dalton State College vehicle and the associated information and documents are contained on the following pages.

# For employees (faculty, staff, student workers):

* 1. Complete an authorization to procure a motor vehicle report.
  2. Complete the auto liability and the “do’s and don’ts” training.
  3. Review the motor vehicle use policy.
  4. Complete driver acknowledgement form.
  5. Contact Plant Operations to obtain a fuel pin number; [plantoperations@daltonstate.e](mailto:etraffanstedt@daltonstate.edu)du or 706-272-4446 during business hours.

**\*\*Items 1-4 are required to be completed yearly\*\***

# For students/others who are not employees:

1. Contact Dalton State Human Resources at 706-272-2026 or [mvelazquez@daltonstate.edu](mailto:mvelazquez@daltonstate.edu) to

register as a volunteer and complete associated paperwork.

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2. Complete the auto liability and “do’s and don’ts” training.
3. Review the motor vehicle use policy;

5. Complete driver acknowledgement form.

6. Contact Plant Operations to obtain a fuel pin number; [plantoperations@daltonstate.e](mailto:etraffanstedt@daltonstate.edu)du or 706-272-4446 during business hours.

**\*\* Items 2-5 and applicable volunteer training is required to be completed yearly\*\***

June 2021

**Motor Vehicle Use Policy**

This Dalton State Policy ensures all employees who drive State of Georgia vehicles have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening based on nature of the driving requirements associated with the employee’s position. To establish guidelines and policy governing the use of State of Georgia Vehicles and/or rental vehicles for the purpose of business travel. Dalton State 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, Dalton State has established this *Motor Vehicle Use Policy* which sets driving qualification standards for Dalton State drivers and requires training and other appropriate action for employees who fall outside those standards.

**Applicability**

Specifically, this policy applies to all Dalton State employees who drive on Institution business,

regardless of frequency of driving.

**Who Should Read This Policy**

All employees of Dalton State College should be aware of this policy.

**Definitions**

These definitions apply to these terms as they are used in this policy:

**State of Georgia Vehicle**: A vehicle purchased through state funds or rented or leased using state funds. For the purposes of this policy, a State of Georgia vehicle also includes institution owned or controlled vehicles.

**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.

**Driver’s License**: A license authorizing the bearer to drive a motor vehicle.

**Rental Vehicle**: A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle; which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying to use the property as the lessee or renter.

**DOAS**: The Department of Administrative Services is a state agency that offers centralized state purchasing and associated training, management of the State’s fleet, risk management services, mail and courier service, and the redistribution and disposal of State personal property.

**Driver**: The operator of a motor vehicle.

**Process and Procedures**

It is expected that all employees of Dalton State who wish to use State of Georgia Vehicles, Institution owned or controlled vehicles, or rental vehicles for USG/Institution business usage should be appropriately licensed and meet acceptable driving standards as defined within the policy. The level of driver screening will be based upon the driving requirements.

**Screening**

All Dalton State employees who drive on Institution business shall be subject to annual training regardless of frequency and location of driving. Employees who are approved for special purpose driving shall be subject to annual training and be required to complete the Driver Acknowledgment Form on an annual basis.

Special purpose driving is defined as travel covered by an institutional travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.

Employees who routinely drive USG/Institution owned vehicles will be subject to annual training, annual completion of the Driver Acknowledgement Form, and an annual MVR History check prior to operating State vehicles on USG/Institution business.

**Driver Qualifications**

The Driver Acknowledgement Form will be reviewed by the Department of Public Safety. Each covered employee must initial next to each safety standard on the form to be deemed eligible to drive.

USG employees must have a valid license in their possession while operating a vehicle on Institution and/or USG business.

**Driver Disqualifications**

An employee who has had one of the following occurrences during the 24-month period preceding their use or request for use of a State of Georgia vehicle or a vehicle rented or used for USG and/or Institution business will be considered a “Disqualified Driver”:

• Accumulating more than 10 points on their driving record,

• Receiving a citation (ticket or warning) while driving on Institution and/or USG business,

• Having an “at fault” motor vehicle accident within the six (6) months preceding an

assignment to drive on Institution and/or USG business, or

• Having been convicted of one of the following offenses preceding an assignment to

drive on Institution and/or USG business:

o Driving Under the Influence (DUI)

o Driving While Intoxicated

o Leaving the scene of an accident

o Refusal to take a chemical test for intoxication

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the Department of Public Safety if any of the above apply. A Disqualified Driver may not drive on Institution and/or USG business until: (a) their Motor Vehicle Record has been reviewed by the institutionally designated officer and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the Institution.

• The measures specified may include, but are not limited to, the following: viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on USG/institution business.

• Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on USG/institution business. Prior to making such a determination, the institutionally designated officer and the Chief Human Resources Officer must consult the Disqualified Driver’s departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.

• Among the factors that should considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:

o the driving conditions under which the relevant events occurred;

o the extent to which the Disqualified Driver exceeded the maximum speed, level

of intoxication, or other limitation imposed pursuant to applicable law;

o the apparent degree of recklessness or disregard for safety on the part of the

Disqualified Driver;

o whether anyone was injured as a result of the Disqualified Driver’s actions; and

o the amount of time that has passed since the events in question.

An employee with a driver’s license that is expired, suspended, or revoked is not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation.

Employees charged with the following offenses are not permitted to drive on USG/Institution business until disposition of the charges:

• Driving Under the Influence

• Driving While Intoxicated

• Leaving the scene of an accident

• Refusal to take a chemical test for intoxication

• Aggressive Driving (only if a conviction would result in more than 10 points accumulated

on driving record)

• Exceeding speed limit by more than 19 mph (only if a conviction would result in more

than 10 points accumulated on driving record)

Employees who drive on state business are to disclose receipt of the above charges by submitting Driver Notification Form no later than the workday following the charges to: [motorvehicleprogram@daltonstate.edu](mailto:motorvehicleprogram@daltonstate.edu)

Employees who meet all Driver Qualifications following disposition of the charges are permitted to resume driving on state business. If an employee does not meet all Driver Qualifications following disposition of the charges, the employee will not be permitted to drive on USG/Institution business until the circumstances leading to such citations has been reviewed by the institution’s Chief Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by that institution. The determination of the measures to be required will be made by the Institution’s Risk Management Services and the Institution’s Chief Human Resources Officer or a designee, in consultation with the employee’s departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

**Authorization to Procure Motor Vehicle Report (MVR)**

As part of the Dalton State College Motor Vehicle Policy, we are required to annually update driver information on employees who are:

* Driving state or privately owned vehicles on state business
* Transporting students on College business/activity
* Using a College-sponsored rental vehicle

Please complete the following driver information, read the motor vehicle report authorization statement, and sign where indicated below:

Name:

Position Title: Department:

Home Address:

City: State: Zip Code:

Date of Birth: Driver’s License Number:

State License is Issued: Expiration Date of License:

**Motor Vehicle Report Authorization:**

*This authorizes the procurement of a motor vehicle report (MVR) by Dalton State College as part of the requirements for obtaining permission to drive on Dalton State College business and transporting students and/or staff. The procurement of this report is subject to the provisions of the Fair Credit and Reporting Act, which allow this form to remain on file and serve as ongoing authorization for this report when needed.*

**Please Check One:**

* Due to the nature of my job duties and/or need for frequent travel, I consent to a continuous review of my driving record. I understand that a Motor Vehicle Report will be obtained on an annual basis in order to maintain my current driving privileges. This authorization will terminate upon written request to Human Resources or at which point I am no longer affiliated with Dalton State College.
* I authorize Dalton State College to review my Motor Vehicle Report for a one year period. Upon expiration, I understand that I must complete a consent form if future travel is required.

Employee Signature Date

Return the completed form to:[motorvehicleprogram@daltonstate.edu](mailto:motorvehicleprogram@daltonstate.edu)

**Required Training:**

Everyone will need to complete two courses:

* Do’s and Don’ts of Driving and
* Auto Liability.

1. To complete the training, log in to the Team GA Learning Management System:

<https://doas.exceedlms.com/>

1. Once logged in:

To access Do’s and Don’ts of Driving:

* 1. Select Browse
  2. Select Loss Control
  3. Select Safety
  4. Select Dos and Don’ts of Driving

To access Auto Liability:

1. Select Browse (or All Topics Screen)
2. Select Liability
3. Select Intro to Liability Insurance

Auto Liability

https://doas.ga.gov/risk-management/auto-insurance

\*Make sure to click on the "Record My Participation” Link and enter the required information

Driving Do’s and Don’ts” https://pur.doas.ga.gov/RiskManagement/Videos/SafeDriving/Web12DosandDontsforSafeDrivingWebVer/story.html

**Dalton State College Driver Acknowledgement Form**

Before operating a Dalton State vehicle for official college business, employees must **initial** each acknowledgement and PRINT AND SIGN IT and return to: motorvehicleprogram@daltonstate.edu as required by the Motor Vehicle Use Policy. The signed certificate will be retained by the Public Safety Department and must be completed ANNUALLY.

I have watched the "Auto Liability Program" video and "Driving Do's and Don’ts" video.

I do not currently have more than 10 points on my driver's license.

I agree to use vision correction measures while operating the vehicle on college business, if required by my driver's license.

I agree to report any ticket or warning that I receive while operating any vehicle on college business.

I have not had an "at fault" motor vehicle accident in the past six months.

I do not have pending charges, or a conviction within the past six months, for any, of the following offenses: Driving Under the Influence, Driving While Intoxicated, Leaving the Scene of an Accident, Refusal to take a Chemical Test for Intoxication, Aggressive Driving, or Exceeding the Speed Limit by More than 19 mph (only if conviction would result in more than 10 points accumulated on the driving record) and I agree to notify Public Safety at: motorvehicleprogram@daltonstate.edu using aDriver Notification Form should I be charged.

I agree to notify motorvehicleprogram@daltonstate.edu of any changes involving the above listed offenses before I operate any vehicle for college business.

I agree to notify my supervisor and motorvehicleprogram@daltonstate.edu using a Driver Notification Form immediately upon license suspension, revocation, or expiration.

I understand that I will have an MVR background history check yearly in order to comply with the USG/DSC MVR policy.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name Department/School

Return the completed form to:[motorvehicleprogram@daltonstate.edu](mailto:motorvehicleprogram@daltonstate.edu)

**MOTOR VEHICLE USE PROGRAM**

**DRIVER SAFETY TIPS**

**3/2008 RMS101 – Driver Safety Tips**

* **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
* **Drivers License -** Employees who drive state or privately owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person.
* **Insurance -** Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested that all employees driving on state business have a copy of the state’s insurance card and present that to the police in the event of an accident.
* **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
* **Cargo -** Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass under obstructions such as under/over passes along the intended route before placing the vehicle in motion.
* **Electronic Devices** – The use, operation and manipulation of electronic devices such as cellular phones, Blackberries, or PDAs, by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
* **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back. Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
* **Intersections** – When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
* **Weather Related Hazards** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
* **Passing** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
* **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
* **Security** – State vehicles should be locked whenever they are unoccupied.
* **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.

**MOTOR VEHICLE USE PROGRAM**

**DRIVER NOTIFICATION**

**3/2008 RMS101 Form-2**

*Employees are to use this form to notify their supervisor of activities that may affect their eligiblity to operate a motor vehicle for state business.*

|  |  |
| --- | --- |
| **Employee Information** | |
| **Employee Name** | **Employee ID** |
| **Work Unit** | **Frequency of driving on state business**  Weekly or more often Infrequently |
| **Reported Activity (Select all that apply)** | |
| I received a traffic citation while driving on state business | |

Date Received

Charge

|  |  |  |  |
| --- | --- | --- | --- |
| Date of accident |  | | |
| Any injuries? | Yes No | Any property damage? | Yes No |

I was involved in an on-the-job accident while driving on state business

|  |  |  |
| --- | --- | --- |
| My driver’s license has been (select one) | | |
| Suspended Revoked Expired | Date of Action |  |
| I was charged with the following (select all that apply) | | |
| Driving Under the Influence  Driving While Intoxicated Date of Charge Leaving the Scene of an Accident  Refusal to take a Chemical Test for Intoxication Aggressive Driving\*  Exceeding the Speed Limit by more than 19 mph\*  \* Only if conviction would result in more than 10 points accumulated on the driving record. | | |

I understand that this notification may affect my eligibility to drive on state business.

I may be required to view a driver safety video and successfully complete a defensive driving course, and I may be subject to other appropriate action.

Signature Date

**MOTOR VEHICLE USE PROGRAM**

**SUPERVISOR’S ACCIDENT FOLLOW-UP CHECKLIST**

**3/2008 RMS101**

*Supervisors are to complete this checklist and forward it to the Risk Management Services Division (RMS) within 2 work days of being advised of an on-the-job accident that occurred while driving on state business.*

|  |  |
| --- | --- |
| **DRIVER INFORMATION** | |
| **Name** | **Work Unit** |
| **Date of Accident** | **Frequency of driving on state business**  Weekly or more often Infrequently |

**CHECKLIST**

Meet with the Driver to discuss the details of the accident.

Did the driver meet the following requirements? Yes No

|  |  |
| --- | --- |
| **Requirement** | **Date** |
| Obtain all necessary information at the scene |  |
| Call loss into 1-877-656-7475 or ARI within 48 hours |  |
| Respond to any acknowledgements or requests sent by DOAS RMS |  |
| Obtain the police report, if requested, and forward to DOAS RMS |  |

Discuss appropriate corrective action, depending on whether the driver was cited for the accident.

|  |  |  |
| --- | --- | --- |
| **Recommendation** | | **Date** |
|  | On-line defensive driving course at employee’s expense |  |
|  | View an appropriate driver safety video |  |
|  | No further action warranted |  |

Forward to DOAS Accident Review Panel for the following determinations:

* Preventable
* Non-Preventable
* Additional Recommendations

|  |  |
| --- | --- |
| **SUPERVISOR INFORMATION** | |
| **Printed Name** | **Work Unit** |
| **Signature** | **Date** |