



## Motor Vehicle Use

### Policy Statement

All University of Georgia (UGA) employees and volunteers who drive vehicles on University business must 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.

### Reason for policy

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

### Entities Affected By This Policy

All units of UGA are covered by this policy.

Specifically, this policy applies to all UGA employees and Volunteers who drive State of Georgia, Federal, or any other personal or rented vehicle on University business regardless of frequency or location of driving.

### Who Should Read This Policy

All employees within UGA should be aware of this policy.

### Procedures

#### Forms/Instructions

- [Driver Acknowledgement Form](#)
- [MVR Authorization Form](#)
- [Driver Notification Form](#)
- [Supervisor's Accident Follow-up Checklist Form](#)
- [DOAS Driver Safety Tips](#) (To be used in conjunction with annual training)

### Additional Contacts

Contact	Phone	Email
Insurance & Claims Management (ICM)		insuranceadmin@uga.edu
Vance Silcott- ICM Manager	706-425-3083	vsilcott@uga.edu
Reagan Thompson- ICM Coordinator	706-425-2908	reagan.thompson@uga.edu

## 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 University-owned or controlled vehicles.

**Federal Vehicle:** A vehicle loaned for University use by the federal government.

**Motor Vehicle Record (MVR):** 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.

**Primary Driver:** Employees and volunteers whose primary/function/course and scope requires driving three (3) or more days a week no matter the time duration each day or total.

**Incidental Driver:** Employees and volunteers who are approved for special purpose driving and do not drive for University purposes as part of their job description.

## Overview

It is expected that all Drivers who wish to use State of Georgia Vehicles or any other personal or rented vehicles for UGA business, regardless of frequency or location of driving, 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.

## Process/Procedures

### Screening/Training

1. Insurance & Claims Management will be responsible for the development and tracking of initial and ongoing training.
2. All Drivers who drive on University business regardless of frequency and location of driving shall be subject to annual training.
3. Incidental Drivers shall be subject to annual training and be required to complete the Driver Acknowledgment Form on an annual basis. Incidental driving is defined as travel covered by an institutional travel authorization, use of a State of Georgia vehicle, use of an institutional Federal vehicle, use of a personal vehicle or a rental car rented for work purposes, which may include travel for professional development, meeting attendance, workshops, conferences, making a delivery, running a work related errand, etc.
4. Primary Drivers who routinely drive State of Georgia Vehicles or Federal Vehicles in the course and scope will be subject to annual training, annual completion of the Driver Acknowledgment Form, and an annual MVR history check prior to operating a vehicle.
5. An employee or volunteer who transfers to a driving position or when a current position is revised to include driving will be subject to annual training, annual completion of the Driver Acknowledgment Form, and an annual MVR history check prior to operating a vehicle for University business as directed by their Department.
6. All completed forms will be maintained by the requesting departments.

### **Driver Qualifications**

Drivers must have a valid license in their possession while operating any vehicle on University business.

**The Driver Acknowledgment Form**, if applicable, must be completed annually by each Incidental Driver and will be reviewed by the department head/director. Each Incidental Driver must initial next to each safety standard on the form to be deemed eligible to drive.

**The Driver Acknowledgment Form** and **MVR** history check will be completed annually by each Primary Driver who routinely drives a State of Georgia Vehicle as a primary function of their job. The University of Georgia Police Department will be responsible for running the MVR history check. These documents will be provided to the department head/director for review.

### **Driver Disqualifications**

A Driver 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 used for University business will be considered a "Disqualified Driver":

1. Accumulating 10 or more points on his or her driving record,
2. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on University business, or
3. Having been convicted<sup>1</sup> of one of the following offenses preceding an assignment to drive on University business:
  - Driving Under the Influence (DUI)
  - Driving Under the Influence Less Safe
  - Leaving the scene of an accident

Drivers subject to completion of the Driver Acknowledgment Form shall be required to disclose to the department head/director if any of the above apply. A Disqualified Driver may not drive on University business until: (a) his or her Motor Vehicle Record has been reviewed by Insurance & Claims Management and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by UGA. A Driver with a driver's license that is restricted, expired, suspended, or revoked is not permitted to drive on University business until the license is

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<sup>1</sup> For purposes of this Policy, First Offender adjudication shall be considered a pending offense which is disposed when and if the employee successfully completes the terms of the sentence and the matter is discharged by the court.

fully reinstated. Drivers who drive on University business are to disclose any license restriction, expiration, suspension, or revocation upon notification.

Drivers who fail to complete the annual training or sign the Driver Acknowledgement Form will be automatically considered a Disqualified Driver.

Drivers charged with the following offenses are not permitted to drive on University business until disposition of the charges and review by Legal Affairs, ICM and department:

1. Driving Under the Influence
2. Driving Under the Influence Less Safe
3. Leaving the scene of an accident
4. Aggressive Driving (only if a conviction would result in 10 or more points accumulated on his or her driving record)
5. Exceeding speed limit by more than 19 mph (only if a conviction would result in 10 or more points accumulated on driving record)

Drivers who drive on University business are to disclose receipt of the above charges by submitting the Driver Notification Form to department head/director no later than the workday following the charges. Department head/director will forward a copy of the Driver Notification Form to Insurance & Claims Management. In addition, the Driver must comply with the reporting requirements of the UGA Policy on Arrests and Convictions: <https://legal.uga.edu/sites/default/files/arrestsconvictionspolicy.pdf>.

Driver who meet all **Driver Qualifications** and are not otherwise **Disqualified Drivers** following disposition of the charges and review by Legal Affairs, ICM and the department, are permitted to resume driving on University business.

If a Driver does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on University business until the circumstances leading to such citations have been reviewed by the Insurance & Claims Management and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by UGA and required under this Policy. The determination of the measures to be required will be made by Insurance & Claims Management, in consultation with the Driver's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

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## Responsibilities

The responsibilities each party has in connection with the Policy are:

Party	Responsibility
Insurance & Claims Management	Ensure compliance with policy; provide a review of motor vehicle records of a disqualified driver and assigning a corrective, preventative and/or educational plan.
Department Head/Director	Ensure compliance with policy; review with new employees the duties and responsibilities of their position, review departmental policies and procedures.

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## Record Retention

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Appendices

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FAQs

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Related information

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Policy Dates

Policy Adopted: July 1, 2020: