

# PROCEDURE:

## 3.3.2p1. Use of College Vehicles

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*Adopted: April 18, 2007*

### I. PURPOSE

Ogeechee Technical College employees may have work assignments that involve driving a vehicle to accomplish state business. In an effort to promote a safe work environment and potentially reduce the number of on-the-job motor vehicle accidents and traffic citations, Ogeechee Technical College has implemented the Report My Driving Program, part of the Comprehensive Loss and Control Program (CLCP) policy, which sets initial and continuing driving qualification standards for all College drivers and requires training and other appropriate action for employees who fall outside the standards.

### II. RELATED AUTHORITY

State Board Policy 3.3.2. Use of Vehicles  
State Board Policy 4.7.1. Travel  
TCSG Procedure 4.7.2p. Driver Qualification  
OTC Procedure 3.3.2p2. Traffic and Parking

### III. APPLICABILITY

This procedure applies to all Ogeechee Technical College employees who drive on State of Georgia business regardless of frequency.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

Driver Acknowledgement Form  
Supervisor Driver Notification Form  
Supervisor's Accident Follow-Up Checklist

### VI. PROCEDURE

**Motor Pool Procedures:**

1. Administrative Services is assigned the primary responsibility for operating the motor pool. These individuals are to operate the motor pool in accordance with College policies and procedures.
2. Individuals who desire to use College vehicles for official travel must reserve a vehicle from Administrative Services via the Travel Request/Staff Development E-form.
3. All persons who request to drive an automobile assigned to Ogeechee Technical College shall ensure they have a Driver Acknowledgement Form on file with Administrative Services.
  - a. All Ogeechee Technical College employees, as a condition of continued employment, will be required to provide written authorization for the College to request a Motor Vehicle Report (MVR) to be run twice each year (January and July). Any employee who fails to provide authorization will be subject to disciplinary action consistent with applicable Technical College System of Georgia State Board policies.
  - b. Before driving on state business, Ogeechee Technical College employees must certify that they can safely operate the vehicle by completing the Driver Acknowledgement Form.

1) Supervisors are to review completed Driver Acknowledgement Forms and allow employees to drive only if they initialed next to every safety standard listed on the form.

NOTE: If an employee could not meet a safety standard because of points, accidents, or convictions, the employee may be permitted to drive on state business only after viewing a driver safety video and successfully completing an approved defensive driving course.

2) The Director for Human Resources will notify the employee if their MVR is not clean. If an employee's MVR check is not clean, then the employee must complete a new Driver Acknowledgement form.

3) The employee, or his or her supervisor, should forward the original form to the Business Office to be kept on file with the fleet coordinator.

- c. Ogeechee Technical College employees must have a valid license, appropriate to the type of vehicle operated, in their possession while operating a vehicle on state business.

A newly hired employee who has recently relocated to Georgia to accept employment at the college may operate a vehicle on state business using a valid driver's license from his/her former State for a period up to thirty (30) days after becoming a Georgia resident. The employee must apply

for a Georgia driver's license before the thirty (30) day period elapses and provide his/her immediate supervisor with proof of such application.

- d. Drivers should review the Driver Safety Tips sheet before driving on state business.
4. All College vehicles shall be parked in the motor pool area (fenced area behind the Industrial Technology building) while on campus.
5. All vehicles will have keys available from the Administrative Services office.
6. All vehicles will have a log book, also available from the Administrative Services office. It will be the responsibility of the driver to correctly log in all trips while the vehicle is assigned. The driver should note any problems experienced with the vehicle in the log book. A designated administrative services employee will verify the log is checked and will verify the reported problem has been corrected before the vehicle leaves the campus again.
7. When a state vehicle is issued, a yellow insurance card is included with the log book and keys. On the back of the insurance card, employees will find the procedures to follow if involved in an accident with the state vehicle.
8. The driver is responsible for returning the vehicle to the College in clean condition. In addition, the driver should refill the gas tank prior to returning the vehicle to the College. The gas receipt should be put inside the log book. The log book and keys should be returned to Administrative Services upon return.
9. Administrative Services will review each log book upon its return so that any problems identified by the driver can be corrected prior to the vehicle's return to the pool. In addition, Administrative Services along with Plant Operations will ensure that College vehicles are regularly serviced in accordance with the manufacturers' recommendations and that the vehicles are fully fueled and otherwise ready for use prior to their release.

#### **Driver Disqualifications:**

1. Employees will not be permitted to drive on state business until they have viewed a driver safety video and may have to successfully complete an approved defensive driving course if any of the following events occur:
  - Accumulation of more than 10 points on their driving record.
  - Receiving a citation (ticket or warning) while driving any vehicle on state business.
  - Have an "at fault" motor vehicle accident within the six months preceding an assignment to drive on state business.
  - Have been convicted of one of the following offenses within the six month period immediately preceding an assignment to drive on state business:
    - Driving Under the Influence (DUI)
    - Driving While Intoxicated (DWI)
    - Leaving the scene of an accident
    - Refusal to take a chemical test for intoxication
2. If required, any defensive driving course will be at the expense of the employee.

3. Employees with a driver's license that is expired, suspended, or revoked, are 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 by submitting the Supervisor Driver Notification Form to the Business Office fleet coordinator no later than the work day following the license action.
4. If an employee does not meet all Driver Qualifications following disposition of the charges, the employee will not be permitted to drive on state business until the employee has a valid driver's license and has viewed a driver safety video and successfully completed an approved defensive driving course.

Note: An employee's use of another person's legally prescribed drug(s)/ medication(s) is prohibited as this activity is illegal under Georgia laws and could subject an employee to driver disqualification.

**On-the-Job Citations:**

1. Employees who receive traffic citations (tickets or warnings) while driving any vehicle on state business must notify their supervisor using the Supervisor Driver Notification Form no later than the next business day.
2. Employees will not be permitted to drive on state business until they have viewed a driver safety video and may have to successfully complete an approved defensive driving course.
3. If an on-the-job citation results in Driver Disqualification, the employee will be prohibited from driving on state business until disposition of the charges and/or until the employee has a valid driver's license.

**On-the-Job Accidents:**

1. Employees who are involved in motor vehicle accidents while driving on state business are expected to obtain the following information at the scene of the accident:
  - The other driver's name, address, and phone number
  - The name of the responding police department or law enforcement
2. Employees are to report accidents involving bodily injury or property damage within 24 hours of the occurrence by calling 1-877-656-7475 for an accident involving a personal or rental vehicle.
3. Employees must notify their supervisor of motor vehicle accidents that occur while driving on state business using the Supervisor Driver Notification Form. Notification is due immediately upon returning to work or the following business day, whichever is sooner.
4. The supervisor should discuss the accident with the employee and complete the Supervisor's Accident Follow-Up Checklist, and forward it to the Chair of the Ogeechee Technical College Accident Review Panel within two work days following the meeting.
5. Employees who are cited for an on-the-job accident will not be permitted to drive on state business until they have viewed a driver safety video and/or successfully completed an approved defensive driving course.

6. The College Accident Review Panel will review all on-the-job motor vehicle accidents and make recommendations for additional action, as appropriate.

**Accident Review Panel:**

1. Ogeechee Technical College will maintain an Accident Review Panel that will review all on-the-job motor vehicle accidents and complaints against College drivers and make recommendations for appropriate action.
2. The Accident Review Panel consists of the following members:
  - Vice President for Administration (chair)
  - Manager/Director Level
  - Faculty or staff member

**Miscellaneous Information:**

It is expressly prohibited for any employee to use/consume alcohol while performing state business, e.g., while performing assigned duties and responsibilities during established working hours on state premises or worksites, while traveling in a state, leased, or rental vehicle, or a personal vehicle upon which the state is providing or could provide a mileage reimbursement, while traveling commercially, etc.

It is expressly prohibited for any employee to possess or transport alcoholic beverages in a state vehicle.

**Hands-Free Georgia Act (HB 673)**

This law was enacted so as to prohibit actions which distract a driver while operating a motor vehicle and to provide for the proper and safe use of wireless telecommunications devices and stand-alone electronic devices while driving. It is strictly prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official business, or from using government supplied electronic equipment to text message or email when driving.

**VII. RECORD RETENTION**

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to State Board Policy 3.3.8. Records Management.