



I. Policy Title: Vehicle Usage Policy

II. Policy Purpose and Statement

Fort Valley State University, hereafter referred to as the University, will adhere to all applicable State of Georgia, University System of Georgia, and all other rules and regulations established to ensure that vehicles and any other related resources are utilized in the most responsible, efficient, and effective manner.

This policy is to provide the framework and procedures to be followed by all employees of Fort Valley State University, no matter what their capacity, regarding the use, assignment, and management of University owned or leased vehicles, and to clearly state how motor vehicles shall be used for the official business interests of Fort Valley State University, not the personal interests of the employees. This policy is not meant to supersede but to support Georgia Department of Administrative Services and the University System of Georgia policies and procedures. Please refer to those policies and procedures, as well as to the Fort Valley State University Personnel manual, for additional guidance.

III. Policy Application and Effective Date

- a. This policy applies to all employees and units of Fort Valley State University. Specifically, this policy applies to all University employees who drive on institution business, regardless of whether a University - owned vehicle or a rental vehicle is utilized. The Risk Management, Safety, and Transportation Office; Human Resources; and Public Safety have specific roles under this policy.
- b. This policy is effective November 1st, 2017.

IV. Definitions

- a. **Disqualified Driver & Disqualified Driver Log** – Drivers that have been disqualified by the terms of this policy will be listed on a log to include at a minimum the name of the driver, the employee identification number, the supervisor's name, the division of the University the employee works in, as well as any other information that may be deemed necessary to enforce this policy. Disqualified drivers are not allowed to drive on University business until reviewed by the Committee and any required follow-up action undertaken that is necessary to address the disqualification. This log will be maintained and updated by the Vehicle Policy Enforcement Committee.
- b. **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 services, and the redistribution and disposal of State personal property, including vehicles.

- c. **Driver** – The operator of a motor vehicle.
- d. **Driver Acknowledgement Form** - Before operating a vehicle for University business, employees as designated by the Motor Vehicles Use Policy must use this form to certify that they are qualified to safely operate the vehicle. A copy of this form is to be retained in the personnel file, with the original held within the Transportation Office for purposes of managing the Motor Vehicle Pool and this policy.
- e. **Driver's License** – A license authorizing the bearer to drive a motor vehicle.
- f. **Driver Notification Form** – Employees are to use this form to notify their supervisor of activities that may affect their eligibility operate a motor vehicle for University business. The original form will be maintained in the Transportation Office, with copies to be provided to both the Chief of Public Safety and the Human Resources Department for the personnel file.
- g. **Employee** – Any employee of Fort Valley State University or any agent acting on behalf of the University in this capacity (i.e., unpaid affiliates and recognized volunteers. (Students, unless employed by the University, are not considered in this policy as they are not authorized to drive or rent a vehicle that is owned/leased/rented by the University.)
- h. **Managers** – In the context of this policy manager refers to anyone in a supervisory role and those above that level.
- i. **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.
- j. **Motor Vehicle Pool** – A pool of vehicles not assigned a specific user. These vehicles will be acquired by the University for eligible employees utilizing the applicable reservation system as determined by the Director of Risk Management, Safety, and Transportation (RMS&T).
- k. **Non-employee driver** – The only non-employee driver recognized under this policy would be non- employee graduate students over the age of 21 who are accompanied by an employee driver who has been assigned, whether permanently or temporarily, the use of a University vehicle. The graduate assistant may operate the vehicle as long as the employee driver who has the assignment for the vehicle is within the vehicle, and the graduate assistant has completed all the necessary documentation and requirements to operate a University vehicle.
- l. **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 as the lessee or renter. (State contracts should be checked for the current vendors before

procuring a rental vehicle.)

- m. Supervisor’s Accident Follow -up Checklist** – Supervisors are to complete this checklist and forward to the Director of Risk Management, Safety, and Transportation for follow-up and reporting. (This does not relieve the employee or the supervisor from ensuring that the accident it’s reported verbally immediately to the Director of Safety, Risk management, and Transportation, and, in turn, to DOAS/insurers.) Accidents will be reviewed and disciplinary action/remediation determined as part of the Vehicle Policy Enforcement Committee.
- n. Director of Risk Management, Safety, and Transportation (RMS&T)** – Among other duties as it relates to this policy this position is responsible for the reservation system, condition assessments, reporting issues, and establishing the applicable department charge rates, among other it ems, for the Motor Vehicle Pool, as well as the safety of personnel and the overall enforcement of policy and procedures that t relate to transportation.
- o. University** – In all cases in this document the capitalized form of this word is referencing Fort Valley State University.
- p. University Vehicle** – A licensed vehicle purchased through Fort Valley State University funds or rented Or leased using University funds. For purposes of this policy, this includes any vehicles controlled by the University, including golf carts and all other power vehicles.
- q. Vehicle Policy Enforcement Committee** - (the Committee) shall consist at a minimum of the Director of Risk Management, Safety, & Transportation; the Chief of Public Safety; and the Director of Human Resources along with two (2) at-large employee members. The at-large employee members (non- student) must be in good status as it relates to this policy and other pertinent accountability standards, and each will be selected by the Vice President of Business and Financial Affairs and the Provost/Vice President of Academic Affairs, respectively. The Director of RMS&T is responsible for obtaining these nominations.

V. Policy

Overview

While this policy provides the framework and procedures to be followed by all employees of Fort Valley State University, no matter what their capacity, personnel must further be sensitive *to their responsibility to avoid even the slightest appearance of misuse of any University property, including vehicles*. This policy is applicable regarding the **use, assignment, and management of University owned or leased vehicles and clarifies that motor vehicles be used for the official business interests of Fort Valley State University, and never the personal interests of the employees**. All employees are expected to ensure that they act responsibly and are held

accountable for any violation of this policy. All managers are charged with addressing any violations promptly and effectively.

Eligibility & Enforcement

It is expected that all employees of the University who wish to use University vehicles or rental vehicles for University 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.

All *employees who routinely drive University-owned vehicles or have a specific vehicle assigned* will be subject to annual training, annual completion of the Driver Acknowledgement Form and an annual MVR History check prior to operating University vehicles on University business. Examples of employees falling in this category includes police officers, coaches and recruiters.

Employees who are approved for special purpose driving shall be subject to annual training and be required to complete the Driver Acknowledgement Form on an annual basis. Special purpose driving is defined as travel *covered by a Travel Authorization*, which may include travel for professional development, meeting attendance, workshops, conferences, etc., and includes *regular use of University vehicles*, whether owned, leased, pooled, or rented. (An example of this type of employee would be a faculty or staff or employee of FVSU who works with local schools on a consistent basis under a blanket travel authorization.)

As with other policy enforcement committees information should be kept within the confines of Vehicle Policy Enforcement Committee meetings and should only be shared with the respective supervisory staff and the related individual. This Committee is responsible for developing guidelines in conjunction with the Personnel Manual and with the oversight of the Human Resources Director, and reporting any changes that need to be made to this policy to the Vice-President for Business & Finance for revision. The Vice-President maintains this written policy to ensure compliance with the State of Georgia and USG Board of Regents policy and, as such, cannot be a member of the Vehicle Policy Enforcement Committee.

A. Driver Qualifications

The Driver Acknowledgement Form will be reviewed by the Director of RMS&T, and copies will be provided to Human Resources for the personnel files when needed. Each covered employee must initial next to each safety standard on the form and sign to be deemed eligible to drive. ***University employees must have a valid license in their possession while operating a vehicle on University business. Further, copies of valid licenses must be provided and kept on file with the Transportation Department and the Human Resource Department (for the use of University vehicles).***

B. Other Requirements of Qualified Drivers:

State vehicles are authorized only for use in the performance of all essential travel duties related to the completion of state business. Following are examples of authorized use:

- Travel between the place where the vehicle is dispatched and the place where the official state business is performed.

- When on official travel status between the place of state business and the place of temporary lodging.
 - When on official travel status and not within reasonable walking distance between either of the above places and:
 - Places to obtain meals
 - Places to obtain medical assistance, including drug store
 - Transport of other officers, employees, or guests of the state when they are on official state business.
 - Transport of consultants, contractors, or commercial firm representatives when such transport is in the direct interest of the state.
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- Transport of materials, supplies, parcels, luggage, or other items belonging to or serving the interests of the state.
 - Transport of any person or item in an emergency situation.
 - Travel between the place of dispatch or place of performance of state business and your personal residence, when specifically authorized by the proper authority and approved through the DOAS MV-1 process. Out of state travel if part of their official duties. This does not prohibit travel to a personal residence if (1) necessary for the performance of state business; (2) the least expensive alternative; (3) appropriately approved (such as taking home the night before early travel on university business and on a Travel Authorization); and (4) it does not violate any other policies.

Qualified drivers agree to the following stipulations when utilizing a University owned, leased, or rented vehicle for University business:

- Drivers will not use vehicles for personal purposes other than commuting that has been appropriately authorized through a Travel Authorization and part of the travel plan to efficiently carry out University business.
- Drivers will ensure they have read and understood this policy as well as completed all necessary documentation and training before driving a University vehicle.
- Drivers will follow a “hands free” cell phone policy when operating a University owned, leased, or rented vehicle. *Bus and truck drivers are not allowed to utilize any cell phone for personal usage or reasons when operating buses and trucks that are the property of the University to ensure compliance with Interstate regulations.*
- Drivers must turn off the vehicle, remove the keys and secure the vehicle when it is unattended to the extent possible.
- Drive the vehicle at legal speeds, appropriate for traffic, weather, and road conditions.
- Immediately report all accidents or violations as outlined in this and DOAS policy.
- Assumes responsibility for obtaining information about weather conditions when travelling on University business.
- Should maintain the appearance of the vehicle and is responsible for clearing all trash and other items from the vehicle on a regular basis or before turning the vehicle over to another.
- Must use the fuel card with that particular vehicle, ensure that maintenance is completed on vehicles assigned to specific individuals, and maintain the required forms in this policy related to each vehicle.

C. Driver Disqualifications

The Vehicle Policy Enforcement Committee is responsible for maintaining a log of **all disqualified drivers**, updating the list as necessary, and ensuring that notification is made to both the employee and

their manager. Disqualified drivers are **not allowed to drive on University business** until reviewed by the Committee and any required follow-up action undertaken that is necessary to address the disqualification issue. Unless otherwise prohibited by the VPEC, this section is generally not intended to automatically prevent disqualified drivers from using their personal vehicles for University business. However, disqualified drivers must not transport employees, students or other university agents even in their personal vehicles.

As noted in the USG Human Resources Manual, an employee who has had **one** of the following occurrences **during the 24-month preceding their use or request** for use of a University vehicle or a vehicle rented or used for University business will be considered a “**Disqualified Driver**”:

1. Accumulating more than 10 points on his or her driving record,
2. Receiving a citation (ticket or warning) while driving on Institution and/or USG business,
3. Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on Institution and/or USG business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on Institution and/or USG business:
 - Driving Under the Influence (DUI).
 - Driving While Intoxicated.
 - Leaving the scene of an accident.
 - Refusal to take a chemical test for intoxication.

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the Director of Risk Management, Safety, and Transportation, as a representative of the Vehicle Policy Enforcement Committee, 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 the Vehicle Policy Enforcement Committee and (b) the Disqualified Driver has satisfied the corrective, preventative, and/or educational measures specified by the Committee.***

1. 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.
2. Based on the nature of the events leading to a Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on University business. Prior to making such a determination, the Chief of Public Safety along with the Human Resources Director must consult the Disqualified Driver’s departmental manager and the Office of legal Affairs to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed, and the conditions for doing so may include:
 - The driving conditions under which the relevant events occurred;
 - The extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to the applicable law;

- The apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
- Whether anyone was injured as a result of the Disqualified Driver's actions; and
- 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 University business until the license is reinstated. Employees who drive on University business are to disclose any license expiration, suspension, or revocation.

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

1. Driving Under the Influence
2. Driving While Intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
6. 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 University business are to disclose receipt of the above charges by submitting a Driver Notification Form no later than the workday following the charges. Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on University business. If an employee 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 Committee and the Disqualified Driver has satisfied the corrective, preventive and/or educational measures specified by the Committee. The determination of the measures required will be made by the Committee and reviewed by the Enterprise Risk Management Standing Committee, who serves as oversight for the University's Risk Management Program, in consultation with the employee's department manager, based on the specific citation and circumstances.

D. Fees, Driving Violations Payments, and Prohibited Use

The University is not exempt from tolls charged on highways. Each individual operator is responsible for paying all tolls and filing for reimbursement with the University, generally through the Travel Expense Reimbursement process if on official University business.

Fines for traffic violations incurred by individual operators of University vehicles are the responsibility of the operator and will be paid by the operator.

Official Business Interests of Fort Valley State University

All motor vehicles, whether owned, leased, or rented using University funds, must be used for the official business interests of Fort Valley State University, and never the personal interests of the employees. It is the obligation of all employees to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception. (DOAS, Policy No. 10, 1-B) Under no circumstances should a University vehicle be used for personal reasons.

Vehicles are not authorized to be used for any personal trips unrelated to the University business for which they were assigned or to transport passengers who are not University employees unless on University business. Please note that University drivers are not covered by liability insurance when engaging in unauthorized use of University vehicles. **The following uses of University vehicles are prohibited:**

- Any use for personal purposes other than commuting which has been authorized.
- Travel or tasks which are beyond the vehicles' rated capability.
- Transport of families, friends, associates or other persons who are not employees of the University System of Georgia, OR serving the interest of Fort Valley State University. (Please note that USG employees are allowed to be transported by Fort Valley State University employees when serving a business interest, but cannot operate University vehicles.) Amend this provision to restrict drivers from other USG institutions, but not university system office personnel, from operating University vehicles.
- Transport of hitchhikers.
- Transport of cargo that has no relation to the performance of official University business.
- Transport of hazardous materials such as acids, explosives, weapons, ammunition, or highly flammable material, except by specific authorization or in an emergency situation.
- Transport of any item or equipment projecting from the side, front or rear of the vehicle in a way that constitutes an obstruction to safe driving or a hazard to pedestrians or to other vehicles.
- Except when in an official business travel status, transport of other employees from work centers to restaurants, cafes, drugstores, etc.
- Attending sporting events including hunting, fishing, golf, etc. which are not business-related. (As noted below this doesn't apply to the transportation of students or staff for athletic program events that the University participates in as part of University business.)
- Extending the length of time the vehicle is in your possession beyond that which is required to complete the official purpose of the trip.
- To transport any political campaign literature or matter or to engage in soliciting votes or to transport any person or persons soliciting votes in any election or primary.
- The placement of bumper stickers or other placards containing commercial advertising is prohibited. This includes any form of markings that could be construed as political in nature, such as names of elected officials, etc.
- Smoking is prohibited in all University vehicles. Vehicle operators are responsible to ensure that no passengers are allowed to smoke in a vehicle that they are operating.
- Personal property (i.e., CB radio, stereo components, etc.) shall not be permanently attached to a University vehicle.
- Cell phone usage is prohibited for bus and truck drivers while operating a University vehicle. All other drivers must use hands-free cell phones and may not use cell phones hands free in areas where they are prohibited while operating a vehicle.

Unauthorized use of state vehicle may result in disciplinary action up to and including termination of employment. Any employee found to transport nonemployees or to ***use the vehicle for any personal reason that is not connected in any way to a valid business use can be determined as immediate grounds for dismissal.*** The penalty for personal use violations will be determined by the Committee, and the finding will be coordinated with the Supervisor through the Human Resource Director and Chief of Public Safety.

Please note that the following cases are allowable as transporting a non-employee for a valid business interest:

- Public safety officers transporting a student, employee, or nonemployee while acting in such a capacity.
- Personnel such as bus or shuttle drivers transporting non-employees as part of University services. An example would be using the shuttle for campus visitors.
- Transportation of students while acting on behalf of the University.
- Public safety officer transportation of a University canine to and from home when on call or work days, to and from the kennel for off duty days, to and from the veterinarian, etc.

E. Vehicle Assignments

Part A: Individual Assignment of Vehicles

All individual assignments of vehicles must be documented using form DOAS MV-1. In all cases the Director of Risk Management, Safety, and Transportation is responsible for ensuring that all applicable DOAS vehicle forms are completed and filed. The original signed form will be submitted to the Director of RMS&T, who will maintain the original in the Transportation Office, and forward copies to Human Resources for the personnel file, who will inform Payroll for tax purposes. The Director of RMS&T, who has risk management oversight for vehicles, will ensure documentation is provided to the DOAS.

According to DOAS policy no. 10, Section I, part 3.2, “Assignment” means that an employee has exclusive control over a vehicle’s use during the workday or is the only employee who routinely drives the vehicle. The following must be met in order for a University employee to qualify for the assignment of a vehicle:

The following conditions must be met in order for a state employee to qualify for the assignment of a vehicle:

- State employees who annually drive more than 14,000 State business miles in order to routinely conduct State business, as determined by the respective agency head. For each year an employee is assigned a vehicle (including any replacement vehicles), the employee must drive at least 14,000 State business miles to justify an assigned vehicle. If, after any one year of assignment, an employee assigned a vehicle fails to drive 14,000 State business miles, and the employee fails to drive 3,500 State business miles the following quarter, the agency shall revoke the vehicle's assignment to the employee. The vehicle will then be re-designated as a pool vehicle or surplus in accordance with DOAS guidelines. Employees assigned a vehicle are not automatically eligible to drive the vehicle to and from their residences. Please see Section 3.3 below for criteria for overnight assignment.
- If the total State business miles driven by an employee assigned a vehicle (including any replacement vehicles) fails to exceed 14,000 State business miles in a year, for the employee to continue being assigned a vehicle, the vehicle must:
 - Have special equipment or be used to transport equipment which is too large or heavy or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location, for example special scientific testing equipment required for EPD Emergency Response employees; or
 - Be required to be driven in sites or under conditions that would endanger privately owned vehicles, for example DFCS workers in dangerous neighborhoods.

Be used by employees whose positions require them to perform duties of Sworn POST-certified/registered law enforcement officers AND having vehicles specially equipped for law enforcement purposes is essential for the employee to carry out their job functions.

The minimum number of miles specified in this section (3.2) refers solely to those miles driven exclusively for conducting State business. Miles driven between employees' residences and their workstations are NOT State business miles, but rather, are considered official commuting miles (as defined by the Internal Revenue Code). Further, the minimum number of miles specified in this section (3.2) refer to those miles incurred through the most effective and efficient use of vehicles for legitimate State business. For example, having several individuals in a work unit drive their state vehicles to an official function at the same time and place instead of sharing rides, particularly if the use of multiple vehicles is for the purpose of meeting the minimum qualifying mileage specified herein, is expressly prohibited.

Part B: Authorization for Vehicles to Be Driven Home Overnight on a Daily Basis

The University must certify that individuals meet the requirements of this section by signing and submitting the MV-1 form discussed in Part A. Employees are authorized to drive University vehicles to and from their residences if otherwise eligible to be assigned a vehicle based on the previous provisions listed above and if one of the following conditions apply:

- An employee whose position requires him or her to perform the duties of a sworn POST-certified/registered law enforcement officer, and the vehicle assigned to the employee is specially equipped for law enforcement purposes and having the vehicle is essential for the employee to carry out their job functions.
- An employee works out of his or her home and travels to different work sites as part of routine duties.
- There is no overnight security at the employee's work site where there is evidence of vandalism, and security cannot be obtained for modest cost nearby.
- An employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning, or the employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a work day during which the employee has used the vehicle in an authorized manner.
- An employee is required to be on-call for work assignment. An individual who is first to arrive on the scene in an emergency situation should be designated as having an on-call assignment. When appropriate, agencies should establish a "designated first responder", thus limiting the number of individuals who are "on-call". An employee who is on-call after normal work hours is authorized to drive a pooled or assigned vehicle home only if the employee does not anticipate reporting to his normal worksite when called to duty and if the vehicle meets one of the criteria listed below.

- Has special equipment other than a radio or cellular telephone, is used to transport equipment which is too large or heavy, or has special features which make it impractical to be transferred between vehicles or between a vehicle and a fixed location; or
- A vehicle is for emergency use or is specially equipped and used for a related mission - such as a law enforcement vehicle or an environmental protection hazardous materials cleanup vehicle - and the vehicle is rarely driven to a central work site from employee's home; or
- Is required to be driven in sites or under conditions that would endanger a privately owned vehicle.

On-call staff must maintain documentation of the number of times they are called to a scene on a month-to-month basis. Only those individuals who have 12 call-outs per year will be authorized for a vehicle assignment. This information must be documented on the individual MV-1 form submitted to the Office of Fleet Management (DOAS). The University's Office of Risk Management, Safety, and Transportation is responsible for the collection and on-line submission of the MV-1 form to the DOAS.

F. University Shared or Motor Vehicle Pooled Cars

The University may allow an employee who uses a shared departmental or Motor Pool vehicle to drive the vehicle home after work hours if:

- The employee must travel directly to a remote site (of sufficient distance for the employee to be on travel status) from his or her home the following morning; or
- The employee will suffer great inconvenience by having to drop a vehicle off at his or her office at the end of a workday during which the employee has used the vehicle in an authorized manner.

F. Contract Drivers and Temporary Workers Hired through an Agency

Contractors are not authorized to drive University vehicles except when specifically authorized by State of Georgia laws. Being an independent contractor entails using one's own vehicles rather than the client's. This includes temporary workers hired through an agency, as the agency is considered a contractor. More importantly, University insurance is limited to University officers and employees, and independent contractors are specifically excluded from the definition of the "state officer and employee." The only exception is certain non-profit contractors authorized by O.C.G.A. section 45-9-42 and in these limited circumstances there must be a written contract outlining the scope of the non-profit contractor's use of the vehicles and the premium that has been paid for the insurance provided.

G. Record-Keeping and Fuel Card Requirements

The justification for each vehicle assignment must be documented and approved by the Vehicle Policy Enforcement Committee (VPEC) using Form MV-1 as previously noted. Each MV-1 form must be signed and certified by the Director of SRM &T, or other VPEC lead committee member in his/her absence. Justification for an employee to drive a vehicle home on a routine basis must also be documented

on this form. A copy of this completed form shall be filed in a master vehicle file (to be retained by the Transportation Office on behalf of the Committee) and in the assigned individual's personnel file. This form is to be resubmitted on an annual basis.

Failure to annually update this form can result in the immediate suspension of the authorization until the MV-1 is submitted and approved.

Part A. For each vehicle the University owns that is not confined to campus areas (see paragraph following for full definition), the VPEC is responsible generally, the Director of RMS&T specifically, for ensuring that an internal form is completed monthly for each vehicle identifying:

- The vehicle and assigned driver, if any;
- University and personal (including commuting) mileage driven daily;
- Locations of beginning and ending stops made daily (not intended to include routine maintenance or enforcement stops);
- Beginning and ending odometer readings for the month that should tie back to the usage previously noted and
- Number of commuting trips made daily.

For purposes of this policy, mileage by employees whose assigned duties require them *routinely to drive to different sites (off University property)* is considered to be University business mileage. This mileage, however, must be accounted for on the form with the vehicle. For vehicles, which are *typically confined to campus areas*, except for trips required for fuel and maintenance and is NOT used for commuting, only summary mileage and cost information must be maintained monthly. Forms to be utilized can be found in the Georgia Fleet Management Manual, including Form C-1 for Pool Vehicles, and Form C-2 for Monthly Assigned Vehicles. Each individual assigned a vehicle will maintain this form and turn into the Transportation Director by not later than the 5th of the following month. For Shared Vehicles, the Department Director/Manager/Vice -President is responsible for ensuring that the form is maintained and turned in not later than the 5th of the following month.

Completed forms for each vehicle shall be maintained in the vehicle's file, which are held by the Transportation Director.

Part B - Maintenance, Fuel Card, and Insurance Information. DOAS provides guidelines in its Fleet Management Manual for agencies to follow in maintaining their vehicles. The University as a state agency, is required to follow these guidelines. Each vehicle must have *a maintenance record, a fuel card, and an insurance card within the vehicle to be used only for that vehicle*. Copies of these records will be provided on a semi-annual basis to the Transportation Office for the Vehicle Files. Additionally, the Director of RMS&T or any member of the VPEC may *audit a vehicle at any time* to ensure that these records are being maintained within the vehicle. At least once annually the Transportation Office under the direction of the VPEC will review all vehicle records to ensure that the University is maintaining the appropriate records for each vehicle owned.

All fuel will be purchased using the state fuel card provided by Department of Administrative Services (DOAS) unless procured from a bulk site operated by a state agency. Gasoline powered vehicles will use only regular unleaded 87 octane fuel. Higher cost/grade fuel will be used only if required by the vehicle operations manual provided by the manufacturer for that vehicle. At no time should fuel products for any other

vehicle/use be charged to a fuel card issued for a specific vehicle. ***Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN).*** This PIN can be used by the individual with any card on the account, including shared or pooled vehicles which have a fuel card per vehicle. Generic PINs are prohibited (such as one PIN for an office/department). Separate fuel cards will be obtained for other power equipment needs such as (lawn mowers, utility vehicles, pressure washers, etc.). **State fuel cards will be used only to purchase fuel for state vehicles.** Using the state fuel card to purchase fuel or services for a private vehicle is prohibited. Other than fuel, only wiper blades, light bulbs, and consumable maintenance items, such as fluids to top off as needed will be charged on fuel cards. ***All receipts must be turned into the Department of Transportation for all purchases of non-fuel items. Violations of this requirement can lead to disciplinary actions, such as personal reimbursement, up to termination of employment if misuse of the card is determined by the VPEC.***

If a card is lost or stolen, it should be reported to the Unit Supervisor immediately who is responsible for notifying the Transportation Office. Supervisors are also responsible for immediately reporting any terminations of employees who have been issued a pin for State vehicles. The Transportation Office will cancel the pin and/or card immediately upon notification.

Violations regarding the use of state fuel cards may result in the immediate termination of the employee.

Part C - DOAS Records Repository. The DOAS will establish and maintain a centralized repository containing in addition to the title, information on the purchase, assignment, operation, use, maintenance, service, repair, fueling and final disposal of all motor vehicles operated by the University in compliance with DOAS Policy No.

10. Where appropriate, these records will be stored and maintained in electronic format. The Transportation Office, in conjunction with other University departments, shall provide all information required to establish and maintain such a centralized repository in a format to be determined by the DOAS. It should be noted that the DOAS has a fleet software package that the University must comply with and it is the responsibility of the University to ensure such compliance. Information provided to the DOAS should, when applicable, be the same information residing on the University's financial accounting system and will be in a suitable format to allow analysis of vehicle utilization, operating costs, compliance with applicable policies, rules and regulations, and to provide for appropriate management decisions relating to operating and funding of the University's fleet of motor vehicles.

In addition to electronic and written documentation held by the DOAS, the University shall maintain a file which will identify every vehicle it owns to include:

- Registration;
- Title;
- Dealer Invoice and copy of Manufacturer's Certificate if applicable;
- University Purchase Order;
- Maintenance records;
- Physical location of the vehicle; and
- Other legal documentation (see Georgia Fleet Management Manual for guidance).

The University is required to identify all University business miles driven and all personal miles driven; identify all incidents of commuting use; identify relevant costs associated with vehicle maintenance

and operations, and otherwise comply with all provisions of DOAS Policy No. 10 and the State of Georgia DOAS Fleet Management Manual.

H. Risk Management and Accident Reporting

DOAS provides guidelines in Section 7 of its Fleet Management Manual for agencies to follow regarding Risk Management.

Part a - Actions Required at the Time of an Accident. Whenever an accident occurs that involves a state vehicle or a non-state vehicle being used on state business, you should:

- **Assist the injured.**
- **Report the accident to the police immediately.**
- **Report the accident to your supervisor immediately.**
- **Report the accident to the Claims Reporting Hotline 877-656-RISK (7475) as soon as possible. In no event should reporting the accident be delayed beyond 48 hours.**

If another person or another person's property is involved, contact the Claims Reporting Hotline at 877 - 656-RISK (7475) regardless of fault. Irrespective of fault, vehicle accidents resulting in serious injuries or de at must be reported to your agency Risk Coordinator and called into The Claims Reporting Hotline at 877-656-7475 immediately. Describe the matter as "serious" requiring immediate action.

Part B - Accident Scene Procedures. Remembering that information and evidence can be difficult to obtain once you have left the scene of an accident, the employee should obtain as much of the following information as possible:

- **Brief narrative description of the accident including:**
- **Date, time and location of the accident.**
- **Weather conditions.**
- **Traffic conditions.**
- **Photos of all vehicles involved showing any damages, physical surroundings, etc.**
- **State agency involved.**
- **Police authority investigating and their accident number.**
- **State employee's name, addresses, driver's license number and telephone numbers.**
- **Description of the state vehicle including license, VIN and State ID number.**
- **Owner and insurance information, if non-state vehicle.**
- **Other driver(s) name, address and phone numbers.**
- **Description of all other vehicles involved.**
- **Other driver(s) insurance information.**
- **List all injured parties, their apparent injury, address and phone numbers.**
- **List all known witnesses and their address and phone numbers.**

Employees are not permitted to and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by police authorities, the state's self-insurance program, or applicable laws. Employees should not provide written or recorded statements to another carrier representative or attorney without approval of RMS. Workers' Compensation is covered

under section 7.4 of the Georgia Fleet Management Manual. *All employees involved in any accident utilizing a University vehicle, whether at fault or not, are required to submit a drug-screening taken as soon as possible after the accident. Contact the Director of RMST, the Human Resources Director, or the Chief of Public Safety for additional information if needed.*

I. Report My Driving

DOAS has contracted with a vendor to support the Report My Driving Program. The goal is to provide feedback from the public about staff drivers, and, where necessary, the tools to alter driver behavior making the roads safer for all travelers. All University vehicles, including those assigned to agency heads, are subject to this program.

Exceptions are made for emergency vehicles and in cases where identifying the vehicle could jeopardize the employee or the agency's mission. Adherence to this program is a requirement of the Comprehensive Loss Control Program. This program identifies specific drivers that are the subject of the call. Agencies are required to know the identity of the operator of all state vehicles at every moment. For pooled vehicles, logs must be kept at the University to provide a record of operators and the time frame associated with their use of the vehicle.

J. University Motor Vehicle Pool

Due to the limited number of pool vehicles, Fort Valley State University may not be able to provide vehicles at every request. However, in order of precedence you should 1) utilize a personal vehicle if desired or an assigned vehicle when possible, 2) use a pooled vehicle, or 3) utilize a rental vehicle under the State contract. Because it is more cost effective for the University, *policy requires that you try and obtain a vehicle from the Motor Vehicle Pool BEFORE using a rental vehicle.* (This does not apply when a vehicle is rented at a travel destination. For example, if you are traveling to Washington, DC, by air for University business, you must still put in a requisition for a rental vehicle at the destination using the designated state vendor.)

Part A – General. Personnel utilizing the University Motor Vehicle Pool must be an active non-student employee and be at least 18 years of age. Please note that only employees with a properly approved

Authority to Travel form as required by the State and other supporting documentation, such as a driver's license, are allowed to receive travel benefits and utilize the Motor Vehicle Pool. Graduate students that are employed by the University and have a valid Driver's License on file may be allowed to drive (and must be put on the Vehicle Request form with their Driver's License number and Employee ID), but will not be allowed to check out a vehicle. As with all employees, they must follow this policy and have all required documentation on file.

The employee (non-student) checking out the vehicle must be with the vehicle at all times, however, when the graduate student is driving and assumes the risk by allowing a graduate student to assist with driving.

As with all University/State vehicles, pooled vehicles may not be used for personal business or pleasure. Employees utilizing the University Motor Vehicle Pool must have read and understood the complete University Vehicle Usage Policy and will sign an agreement to that effect (Driver Acknowledgement Form) before a pooled vehicle can be assigned.

Part B – Safety and Maintenance Issues. Safety and maintenance issues to be mindful of when utilizing a Vehicle from the University Motor Pool:

- Refer to Section H of this policy for what to do in case of an accident. If an accident is found to be the fault of the operator, permission to drive in the future may be terminated.
- Total occupancy in Pooled Vehicles may NOT exceed the number of seat belts. In the interest of safety and the protection of lives and property, there is an Executive Order in the State of Georgia requiring the use of seat belts in all State –owned vehicles. Seat belts are REQUIRED to be worn by EVERY PERSON in the vehicle.
- Smoking is not allowed in any University vehicle.
- Baggage and equipment should be kept in the trunk, cargo area, or as far back as possible to prevent them from becoming dangerous projectiles.
- There should be no loud music, throwing of objects, or other driver distractions. Mobile telephones may only be utilized if hands free.
- Turn and lane change signals must be used to signal the driver’s intention.
- The driver must slow down and use caution when driving over speed bumps or pot holes. A van should be brought to a complete stop before proceeding over a speed bump. This will avoid damage to University Vehicles as well as preventing jolts to passengers in the rear of the vehicle where the jolt is five times greater than in the front.
- A majority of vehicle accidents happen while traveling in reverse. Avoid backing when possible, such as using pull-through lanes, and when reverse travel is necessary proceed slowly and use the assistance of your passengers. Whenever possible, use a ground guide to assist you while backing.
- If it is raining it is recommended that you lower your driving speed under the posted limit. Roads are most slippery due to surface oil and grease at the start of the rain. Speed should also be reduced if there are strong winds which can make driving difficult. During adverse conditions, the driver should have both hands on the steering wheel and be alert for other vehicles. The driver may opt to pull over until adverse conditions have passed.
- Do not remove any seats from vehicles that have removable seats due to liability issues.
- Non-university equipment, such as car top racks and trailers, are not to be used with Motor Pool vehicles. Additionally, no personal equipment (stereo systems, etc.) are to be attached to the vehicle.
- The person checking out the vehicle is personally responsible for any parking or traffic violations.
- Any person found utilizing a vehicle improperly may have their privilege to drive pool vehicles revoked by the Vehicle Policy Enforcement Committee at the recommendation of the Director RMS&T.

Part C – Motor Pool Vehicle Reservations. The Transportation Office is generally open from 8:00AM to 5:00PM Monday through Friday, excluding holidays. All reservation requests must be made during these hours. Requests made after these hours will be filled the next business day. Please allow up to two business days to respond to a reservation request so it is suggested that requests be made at least 30 days in advance. Vehicles are issued on a first come, first served basis. Departments and employees should anticipate their needs in advance and make early reservations. Sharing a vehicle is strongly encouraged for employees traveling to the same destination. Should a vehicle not be available, the Transportation Office will notify employees as soon as possible so that other arrangements can be made.

Drivers of Motor Pool vehicles must be employees of the University. To request a vehicle, the employee must submit the following:

- Approved Travel Authorization number or copy, or number of Blanket Authorization (vehicle can be held pending a TA but TA or some other support that travel was approved if TA not required must be in the Transportation Office not later than 5 business days prior to use when possible or reservation can be released).
- Motor Pool Vehicle Request Form.
- Driver Acknowledgement Form.

These forms are available from the Auxiliary Services Parking and Transportation Office or on the Transportation Office website. ***When requesting a Pooled Vehicle for the first time, the employee must also request a fuel PIN (personal identification number) at the top of the Motor Pool Vehicle Request Form. This PIN can be used with the fuel card assigned to the Pooled Vehicle.***

Ensure that the Driver's License and Employee ID number is listed for everyone who may be driving the vehicle on the Motor Pool Vehicle Request Form. However, please note that the Employee checking out the vehicle is responsible for staying with the vehicle at all times, ensuring that the procedures and requirements of this Vehicle Policy are followed by all, and turning in the vehicle along with the keys and required documentation.

Part D - Motor Pool Vehicle Cancellation. When departments determine they no longer need to use a vehicle previously scheduled, the department is responsible for notifying the Transportation Office in a timely manner during normal business hours. **If the Transportation Office does not receive a 24-hour notice and the vehicle cannot be reassigned, a cancellation fee of one day's vehicle rental will be assessed to the department.**

Part E - Fuel Card. A fuel card will be provided for purchases such as gas, oil and windshield wipers, etc. ***Do not use the fuel card in any vehicle except the one to which it is assigned. Using the fuel card for personal reasons are grounds for immediate dismissal.*** All vehicles will use only regular unleaded 87 octane fuel. This gas card is valid at most major gas stations. Each driver (by name) will be assigned a specific individualized Personal Identification Number (PIN). This PIN can be used by the individual with any card on the account. If a card is lost or stolen, it should be reported to the Transportation Office immediately.

Upon return of the vehicle, the driver must return all Fuel Card receipts along with the key to the vehicle in the envelope provided.

Part F – Processes, Responsibilities, and Procedures. General guidance for checking out and returning motor pool vehicles as well as general responsibilities and procedures of parties that are involved in the process. For the most up-to-date information, employees are encouraged to view the web site for the Transportation Office. The following is only meant to establish general policy and procedures.

Check-out a vehicle

Motor Pool vehicles will be parked in a lot to be specified by the Transportation Office that is

conducive to their operations and check-out hours will be specified on the web site. Employees are responsible for ensuring the following when they pick up a vehicle:

- Must have a valid driver's license with them;
- Must bring the approved Vehicle Reservation Form for the trip. The Transportation Office should already have a copy of the approved Travel Authorization Form for the trip.
- Upon receipt of the vehicle, check for any damage and ensure that the vehicle has been fueled. If any damage is noted prior to departure, it must be indicated on the Trip Ticket that will be provided to you by the Transportation Office.
- Conduct a preventative and safety check (i.e., seat belts, maintenance lights, gauges, etc.) of the vehicle prior to departure and note to the Transportation Office any issues. Do not accept the vehicle if there appears to be an issue with safety.

NOTE: Departments are responsible for any damages upon return of the vehicle if not noted on the Trip Ticket prior to departure. Departments and users accept responsibility for all repairs where they are found "at fault" and the repair is not fully covered by University insurance reimbursement. The Department will be charged and it is the Department's responsibility to ensure that the employee responsible is held accountable.

After receiving the keys for a vehicle from the motor pool, check the packet for the following documents:

- Fuel Card
- Insurance Card
- Motor Pool Procedures
- Driver Notification Form to report any vehicle incidents, tickets, etc.
- Vehicle Maintenance Record, which must always stay with the vehicle
- **An Envelope for Key Return and Fuel Card receipts.**

Returning a vehicle

Vehicles must be returned to the lot specified by the Transportation Office during the hours specified and per instructions listed on the web site. When you return the vehicle make sure that:

- The gas tank has been filled immediately prior to returning the vehicle. If it has not, an additional charge for gas and labor will be assessed to the department to refuel the vehicle.
- Enter the return date and ending odometer reading on the Envelope provided.
- Note any problems with the vehicle on a separate sheet of paper to include in the Envelope and contact the Transportation Office to alert them of any mechanical problems you encountered on the trip as soon as possible.
- Make sure all garbage, debris and personal belongings have been removed.
- Turn off the lights, close and lock all windows and doors. (Leave the fuel card in its envelope in the locked vehicle.)
- Place the **keys and fuel card receipts** in the extra envelope and turn in to the Transportation Office or follow any after-hours instructions given if not during regular business hours (note date and time of return on outside of envelope).
- If the vehicle is returned significantly unclean or there are odors (i.e., smoking, spoiled food) present the Department will be assessed a \$30 cleaning fee plus any additional specialized cleaning costs that are incurred. This will be reported to department management to determine what disciplinary action should be taken.

Driver Responsibilities

Drivers of Motor Pool vehicles represent the University community to the general public and are expected to drive defensively, be courteous and obey all traffic laws. In addition, drivers are responsible for:

- Ensuring all passengers, including the driver, use seat belts.
- Not allowing smoking or alcohol consumption in the vehicles.
- Not allowing pets or animals of any kind in the vehicles.
- Locking the vehicle when not in use.
- Paying any traffic or parking fine resulting from driver negligence.
- Checking all gauges and heeding all warnings if indicated during your trip.
- Reporting all accidents and damage to the vehicle to the Transportation Office and to immediate supervisor.
- Returning vehicles to the appropriate location on time and in a clean and presentable condition.
- Notifying the Transportation Office if the vehicle cannot be returned on time. If significant delayed and/or such delay causes another reservation issue there may be a penalty of \$50 assessed to the department in addition to the additional days' utilization.
- ***Understanding and following the Fort Valley State University Vehicle Usage policy and ensuring that all other passengers or drivers of the vehicle do the same.***

Procedures for Transportation Office

Check-list for staff for when a vehicle is picked up:

- When possible go over the vehicle with the customer and note any issues on the Trip Ticket,
- Make sure the fuel card is in the glove compartment,
- Make sure the insurance card is in the glove compartment,
- Make sure the accident procedures information is in the glove compartment,
- Verify the expected return time of the vehicle, and
- Ensure odometer readings are noted on the Trip Ticket as well as any other pertinent information.

Check-list for staff for when a vehicle is returned:

- Go over the vehicle with the customer and note any issues on the Trip Ticket that were not reported prior to the Trip (when returned after hours do this as soon as possible).
- Make sure all documents are still in the glove compartment, including the maintenance record.
- Make sure the gas tank is full and note on the Trip Ticket if not (if not, the department will be charged).
- Have staff clean the inside and outside (if needed) for next trip. Make sure to take picture and charge department if left too unclean.
- Check to see if any maintenance needs to be performed before the next trip.
- Ensure that the key, the fuel card, and the fuel card receipts are turned in.

The Transportation Office is further responsible for maintaining appropriate documentation related to charge backs to the departments for vehicle usage, fuel, and other items. Information regarding charge backs must be

Submitted to Accounting by not later than the 3rd working day of the next month for all information up to and including trips ending by the last day of the prior month. All charges will be booked to the departments under their travel budgets.

The Transportation Office can access all activity on the fuel cards associated with each vehicle as well as associating each transaction with the individual by their assigned pin number. Auditable records will be maintained on usage of all vehicles in the Motor Pool. Any questionable acts will be immediately reported to the Vice-President for Business and Finance or designee, who will review and determine whether further action is warranted. The Transportation Office will also maintain all fuel card receipts and compare these to the Motor Vehicle Record for each of the pooled vehicles. Any fuel card charges that were not supported by a valid receipt will be reported to the Travel Coordinator who will ensure that travel reimbursements were not issued to personnel for these receipts. All fuel card receipts are to be turned in to the Transportation Office to support the department charge back. Receipts for fuel cards are NOT to be retained by the driver and are ineligible for expense reimbursement.

Violations regarding the use of state fuel cards may result in the immediate termination of the employee. Please refer to Section G, Part B, entitled "Maintenance, Fuel Card, and Insurance Information" for additional clarification on the use of fuel cards.

VI. Process/Procedures

Generally, policy violations should be reported to the Director of Risk Management, Safety, and Transportation immediately along with the appropriate documentation to follow in a timely manner. In addition to the State, the Director of RMS&T will be responsible for ensuring that the Human Resources Director and the Chief of Public Safety (for purposes of risk management) are notified in a timely manner as the issue dictates. When feasible, issues will be discussed and appropriate disciplinary action recommended through the Vehicle Policy Enforcement Committee. However, this policy recognizes that the Director of RMS&T, the Human Resources Director, and the Chief of Public Safety must react in a timely manner when there are safety and legal concerns involved. All three will work together to ensure that all violations are handled in compliance with all applicable laws, as well as Georgia Department of Administrative Services, University System of Georgia, and Fort Valley State University policies and procedures. It is not required that have a full the committee together to make a decision. It is required that they consult with the University's general counsel when needed and ensure that the Vice-President of Business and Finance is informed in a timely manner for internal audit purposes.

Processes and procedures will be addressed in detail through the web site for the Transportation Office. This web site will also include a link to required University forms.

VII. Forms (University System of Georgia)

1. **Driver Acknowledgement Form**
http://www.usg.edu/assets/hr/documents/Motor_Vehicle_Driver_Acknowledgement_Form_2010.doc
2. **Driver Notification Form**

- [http://www.usg.edu/assets/hr/documents/Driver Notification Form 2010.doc](http://www.usg.edu/assets/hr/documents/Driver_Notification_Form_2010.doc)
3. **Supervisor's Accident Follow-Up Checklist**
[http://www.usg.edu/assets/hr/documents/Supervisors Accident Follow-Up Checklist.doc](http://www.usg.edu/assets/hr/documents/Supervisors_Accident_Follow-Up_Checklist.doc)
 4. **DOAS Driver Safety Tips**
[http://www.usg.edu/assets/hr/documents/Motor Vehicle Driver Safety Tips 2010.doc](http://www.usg.edu/assets/hr/documents/Motor_Vehicle_Driver_Safety_Tips_2010.doc)

VIII. Appendices

University Responsibilities

University Employees – All University employees who drive a University vehicle are tasked with understanding and complying with this policy. Further, all motor vehicles, whether owned, leased, or rented using University funds, must be used for the *official business interests of Fort Valley State University, and never the personal interests of the employees*. It is the obligation of *all employees to be sensitive to their responsibility to avoid even the slightest misuse of vehicles thereby upholding public trust that good stewardship and cost saving measures are the rule, rather than the exception*. (DOAS, Policy No. 10, 1-B)

University Managers/Supervisors – All University managers/supervisors must ensure compliance with policy, including reviewing duties with new employees as related to this policy as well as all other departmental policies and procedures.

Vice President for Business & Finance/Director of Risk Management, Safety, and Transportation– The Vice President, in a joint effort with the Director of RMS&T, is responsible for the development and updating of this policy as necessary in coordination with the Vehicle Policy Enforcement Committee, and in compliance with all relevant State of Georgia DOAS, University System of Georgia, and other applicable laws, policies, and procedures.

Director of Risk Management, Safety, and Transportation- The Director of RMS&T is responsible for the overall safety and training of all employees as it relates to this policy. Because he/she is in charge of transportation and the motor pool, he/she is responsible for the reservation system, condition assessments, reporting issues, and establishing the applicable department charge rates, among other items, for the Motor Vehicle Pool. It is incumbent upon the Director to ensure that all employees who are new to the University receive the appropriate documentation and training in a timely manner to ensure compliance with safety regulations. The Director generally serves as the Chair of the Vehicle Policy Enforcement Committee, unless she/he designates either the Chief of Public Safety or the Human Resources Director to serve in her/his absence. The Director ensures overall compliance with this policy and helps to ensure that appropriate education, training, and overall administrative functions required by the DOAS are carried out.

Human Resource Director – The Human Resources Director is responsible for ensuring that employees' rights are considered in all issues, maintaining the appropriate documents within the personnel files, ensuring that appropriate documentation is provided in a timely manner to the related administrative functions, and to ensure that all new employees are aware of this policy and provide the appropriate documentation in a timely manner to ensure compliance. The Human Resource Director ensures appropriate personnel actions, including disciplinary procedures, are carried out according to policy and in the best interests of the employee and the University.

Chief of Public Safety – The Chief is responsible for overall public safety of both employees and students on campus. In that capacity, and as senior law enforcement officer, it is his/her duty to ensure

compliance with this policy as it relates to the law. The Chief also supports the personnel function of the Human Resources Director through obtaining essential documentation or background information on related incidents, maintaining a safe work and student environment, and requiring that employees comply with the applicable laws, as well as policies and procedures. When required the Chief also ensures that the appropriate education, training, and other actions are taken regarding violations of this policy and in regards to the safety of all University personnel. The Chief may accompany the Human Resources Director in dealing with violations of the policy.

The Vehicle Policy Enforcement Committee is responsible for developing guidelines in conjunction with the Employee Handbook and enforcement of this policy as approved. The VPEC will report any changes that need to be made to this policy to the Vice-President for Business and Finance for revision. The Vice-President maintains this written policy, ensuring compliance with DOAS and the USG Board of Regents and, as such, cannot be a member of the Vehicle Policy Enforcement Committee.

This policy does not supersede the university's golf cart and campus vehicle usage policy. However, if any provision of that policy conflicts with this policy, this policy controls.

IX. Related Resources

<http://doas.ga.gov/fleet-management/fleet-management-system>

Georgia Fleet Management Manual, and DOAS Policy Memorandum No. 10: Use of Motor Vehicles Policy, which can be found on this Georgia Department of Administrative Services website. http://www.usg.edu/hr/manual/motor_vehicle_use/

University System of Georgia, Human Resources Administrative Practice Manual: Employment, Motor Vehicle Use. This website includes the following forms:

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

X. Responsible Party

Questions regarding this policy should be directed to: Mary H.

Loomis, CPA Job Title: Vice-President for Business and Finance

Department: Business and Finance

Phone: 478-825-6425

Email: LoomisM@FVSU.edu

Fax: 478-825-1963

Recommendations for changes to this policy should be presented to the following for approval by the VPEC: Job Title: Derrius Butler, Director of Risk Management, Safety, and Transportation

Department: Risk Management, Safety, and

Transportation Phone: 478-827-3017

Email: ButlerD@FVSU.edu