

# Augusta University

## Policy Library

# University Vehicle Operator Policy

**Policy Owner: Facilities Management**

### **POLICY STATEMENT**

Only University employees (including faculty and staff) and approved contract personnel who hold a valid state driver's license, and who maintain a good driving record, are authorized to operate University vehicles.

### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other: All Augusta University ("Augusta") employees (including faculty and staff) who operate University-owned, rented, or leased vehicles.

### **REASON FOR POLICY**

To establish a policy on the use of University-owned, rented or leased vehicles, and the transporting of employees and students, and to establish minimum requirements for authorized operators of University vehicles.

### **DEFINITIONS**

**State of Georgia Vehicle:** A vehicle purchased through state funds or rented or leased using state funds. 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.

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

### **PROCESS & PROCEDURES**

Augusta vehicles will be used for official Augusta business only. Operators will operate Augusta vehicles in accordance with all applicable traffic laws and in a safe manner. An employee may not operate an Augusta vehicle until the operator's driving record has been checked / evaluated and auto driving Do's and Don'ts / Auto Liability Training videos are watched on the Vehicle Services website <http://www.gru.edu/facilities/vehicleservices/index.php>.

#### Facilities Services Division Responsibility

At the request of the employee's department head, Facilities Services will conduct a check and validate that the person being considered to operate Augusta vehicles is the holder of a current driver's license. If the employee is not the holder of a valid driver's license, he or she will not be authorized to operate any Augusta vehicles, to include utility carts.

If the employee is cited for any moving violation, either on or off duty, to include DUI citation, that employee must report the information to his or her supervisor, who will in turn report the information to Vehicle Services via email

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**Office of Compliance and Enterprise Risk Management Use Only**

**Policy No.:** 824

**Policy Sponsor:** Director, Facilities Services

**Originally Issued:** Not Set

**Last Revision:** 11/11/2015

**Last Review:** 11/11/2015

VEHICLE\_SERVICES@gru.edu. After a review of the citation by Vehicle Services, in coordination with the Division of Human Resources and the Compliance and Risk Management Office, a determination will be made regarding the employee's continued authorization to operate Augusta vehicles.

#### Department Head Responsibility

It is the responsibility of each department head to manage the vehicles assigned to them, including rented or leased vehicles under their control. The department head will request a driver's license check for all new hires, and any current employees not already checked, prior to allowing them to operate a vehicle.

All operators of Augusta vehicles are obligated to report all traffic violations, either on or off duty, to the department head or to the employee's supervisor. The department head/supervisor will report this information to Vehicle Services via email VEHICLE\_SERVICES@gru.edu. If a vehicle operator reports a violation for Driving Under the Influence of drugs or alcohol, the department head/supervisor will immediately suspend the operators Augusta driving privileges and report the matter to Vehicle Services.

When Vehicle Services notifies a department head or supervisor that a vehicle operator has accumulated 10 more violation points on their driver's license, the vehicle operator will be suspended from driving any Augusta vehicles. The department head or supervisor will contact Facilities Services Administration for assistance in determining the status of the operator's driving privileges via email VEHICLE\_SERVICES@gru.edu.

Vehicle Logs – It is the responsibility of each department for maintaining control, accountability and disposal of each of their departmental vehicles. A log system for dispatching the vehicles will be used that shows the vehicle's locations at any given time. An example of a log is contained as an attachment. (Vehicle Use Log) Departments may develop their own type of logs as long as the required information is obtained. (Who, when, where and what purpose vehicles are being used)

Access control – It is the responsibility of each department to maintain all sets of keys and vehicle fuel cards, they must be protected and inventoried. Key Custodian should be identified per vehicle or groups of vehicles (shops etc.) Vehicle key should be kept in a locking key box.

#### Responsibility of All Personnel

All Augusta employees, faculty, and staff who operate University vehicles are required to operate vehicles in a safe and lawful manner in accordance with the Georgia, or other applicable, Traffic Code.

All Augusta employees, faculty and staff who operate University vehicles will submit to an annual driver's license check prior to operating an Augusta vehicle. (**Augusta Drivers Certification Form**)

All Augusta employees, faculty and staff who operate University vehicles will conduct annual drivers training by watching the Auto Liability Training and Driving Do's and Don'ts video on the Vehicle Services web page <http://www.gru.edu/facilities/vehicleservices/index.php> (provided by DOAS).

All Augusta employees who operate University vehicles are required to report any traffic violations, whether on or off duty, in a University vehicle or private vehicle. The operator must report these traffic violations to their department head or supervisor, who in turn will complete a Driver Notification Form <http://www.gru.edu/facilities/vehicleservices/documents/driver-notification-form-10-2-15.pdf> and submit to Facilities Services via email VEHICLE\_SERVICES@gru.edu. Failure by vehicle operators to report traffic violations will be considered a violation of University work rules and could be grounds for disciplinary action.

Faculty, staff, and students who transport Augusta employees or students in their private vehicles on official University business are expected to have a valid driver's license and operate the vehicle safely and in compliance with applicable traffic laws.

No smoking is allowed in any University vehicle. This is State Law and violations may result in disciplinary action.

No text messaging is allowed when driving a University vehicle. The use of cell phones is strictly prohibited.

## **Vehicle Accidents**

All vehicle operators are required to report any accident involving a University-owned, leased or rented vehicle to Public Safety (706-721-2911) if on campus or local enforcement agency 911 if the accident occurs off campus.

The driver involved in any vehicle accident must notify DOAS Risk Management by calling the Network at 1-877-656-7475 as soon as possible and obtain the case number assigned to the accident.

The driver involved in any vehicle accident must notify their Department Head/Supervisor and Fleet Supervisor at 706-721-4667 as soon as possible to ensure that the claim is processed in a timely manner.

## **“Report My Driving” Reports**

As part of the Comprehensive Loss Control Plan (CLCP), Augusta agrees to comply with the “Report My Driving” program.

Drivers who receive negative driving reports have the right to comment regarding the reported action. They must fill out the comment form within 48 hours of notification of the negative report.

Drivers must complete training based on the severity of the offense.

Reports received will be added to the employee file.

Excessive reports will be reviewed and may result in disciplinary action.

## **Fueling Policy (link)**

### **REFERENCES & SUPPORTING DOCUMENTS**

Augusta University Driver’s Certification - Acknowledgement Form (**Attached**)

USG Driver Notification Form (RMS101-Form 2) <http://www.gru.edu/facilities/vehicleservices/documents/driver-notification-form-10-2-15.pdf>

AU Vehicle Use Log (**Attached**)

DOAS Georgia Fleet Management Manual (**Attached**)

### **RELATED POLICIES**

Fleet Fueling Policy (link)

### **APPROVED BY:**

Brooks A. Keel, Ph.D.

**Date:** 06/09/2017

President, Georgia Regents University and CEO, Georgia Regents Health System