

# DRIVER QUALIFICATION PROGRAM



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# KSU DRIVER QUALIFICATION PROGRAM

## & MOTOR VEHICLE RECORD (MVR) REVIEW

A **PROCESS** adopted by KSU to  
implement the *State of Georgia*  
**POLICY** requirements.

Implemented April 1, 2014



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The KSU Driver Qualification Program & Motor Vehicle Record Review is a process adopted by KSU to implement the State of Georgia Policy requirements.

The program is a requirement of the Georgia Department of Administrative Services' Comprehensive Loss Control Program. Referenced also as the DOAS CLCP..

The KSU Vehicle Use Policy is located in the Policy Portal as well as in the Mandatory Vehicle Operator Training in Owl Train.

WHO?

## DEFINITIONS

### WHO DOES THIS AFFECT?

## **ALL KSU ‘Employees’**

✓ **Faculty**

✓ **Volunteers**

✓ **Staff**

✓ **Student Workers**



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This is a quick review of the program basics:

This program affects ALL part-time and full-time **Faculty, Staff, Student Workers**, as well as **Volunteers** who are part of a structured KSU Volunteer Program. \*\*Contractors are NOT permitted to operate vehicles on behalf of KSU (Temps, Staffing Agencies, etc.)

The Georgia Tort Claims Act and insuring agreement prohibit another party from suing a State employee directly and provide protections under sovereign immunity to that employee while performing duties within the normal course and scope of their employment. You may reference OCGA Title 50 Chapter 21, specifically defined by Code Section 50-21-1. [http://www.legis.ga.gov](#)

WHAT?

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## DEFINITIONS:

### WHAT DOES THIS AFFECT?

**'Vehicle' =**

- KSU Fleet
- Rental
- Lease
- **Personal**
- Low-Speed Vehicles

- Employees who operate a **'VEHICLE'** on KSU business;
- ***Regardless of vehicle ownership.***
- ***Regardless of Frequency.***



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This affects all Employees (including Volunteers) who operate a vehicle within the course and scope of their duties here at KSU, regardless of who owns the vehicle and regardless of how often they drive.

A **VEHICLE** is defined in the policy as a KSU Fleet, Rental, Personal, or Low Speed Vehicle (Golf Carts, etc.); this is NOT limited to only KSU-owned fleet vehicles. State Tort liability insurance covers the acts of the employee but does not cover any particular vehicle.

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CLCP | <b>COMPONENT NUMBER 7</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|      | <p><b>AUTO LIABILITY AND **AUTO PHYSICAL DAMAGE</b></p> <p><b>Qualified</b> Employees who drive on State business, <b>regardless of vehicle ownership</b> (State, personal, rented, leased, or LSV), are covered for liability damages caused to a third party while operating a vehicle.</p> <p><b>** Auto Physical Damage covers KSU Owned Vehicles ONLY.</b></p> <div style="text-align: right;">  <div style="display: inline-block; vertical-align: middle;"> <b>KENNESAW STATE<br/>UNIVERSITY</b><br/> <small>OFFICE OF FISCAL SERVICES<br/>Insurance and Risk Management</small> </div> </div> |

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Component 7 of the Comprehensive Loss Control Program (CLCP) includes requirements for Driver Qualification programs.

“Employees who drive on State business **regardless of vehicle ownership** are covered for third-party liability damages caused while operating the vehicle.”

In other words, if a **QUALIFIED** employee is operating a vehicle for business within the course and scope of their employment at KSU, then they are protected, under the Tort Claims Act, from personal liability. This does not cover any damage (collision or comprehensive) to your personal vehicle, only liability.

KSU Business includes travel between campus locations, driving to meetings, attending conferences, or completing any University business that requires driving.

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CLCP

## COMPONENT NUMBER 7

### AUTO LIABILITY AND \*\*PHYSICAL DAMAGE

#### Requirements

#### “Driver Qualification Program”

*Minimum standards that must be met to drive on state business are:*

1. Mandatory Vehicle Operator Training (online)
2. Annual MVR Checks on all employees
3. Additional Training for employees transporting others or for corrective measures.

**\*\* Physical Damage covers KSU Owned Vehicles ONLY.**



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Again, a requirement under this component is for all state agencies to establish a **driver qualification program** as described in the DOAS CLCP Agreement.

*Minimum standards that must be met to drive on state business are:*

1. Minimum Annual Training Standards (Online Training)
2. Annual MVR Checks on all employees
3. Additional Training for employees transporting others, regularly drive for business, **or** for corrective measures

# KSU DRIVER QUALIFICATION PROGRAM

## HOW?

This program involves **two “Levels”** based upon an employee’s driving responsibilities :

**Level 1 is required annually of ALL EMPLOYEES.**

There are two (2) steps involved in this Level.

- a) Online Training
- b) MVR Check

**Level 2 is only required if an employee transports others or operates a KSU-owned vehicle.**

Examples include driving vans (KSU or Non-KSU owned) or other vehicles to transport students, employees, or guests; Any operation of a KSU Fleet vehicle (Exceptions include Police Officers who already receive required POST driver training).



The KSU Driver Qualification Program involves **two “Levels”** based upon an employee’s driving responsibilities :

**Level 1 is required annually of ALL employees (including volunteers).**

There are two (2) steps involved in this Level.

- a) The Mandatory Vehicle Operator Training (On Line)
- b) and Motor Vehicle Record Check

**Level 2 is in addition to Level 1, not in place of the Mandatory Vehicle Operator Training. Level 2 is only required if an employee transports others or operates a KSU-owned vehicle.**

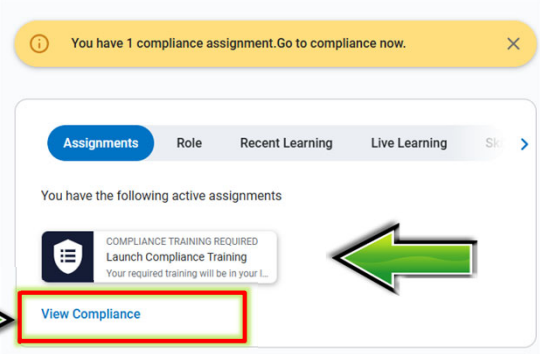
HOW?

## WHAT IS “LEVEL 1”?

### ***STEP 1: Annual Training***

Every employee must complete the online Mandatory Vehicle Operator Training ANNUALLY. The training system sends out a notice 45 days prior to training expiration.

The current training site is: <https://ksu.percipio.com>



**Once you sign in, the course can be found under your Compliance Training**



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- Everyone must complete the ANNUAL training online. Anyone with a Net ID and password has access to this training.
- This Training is currently available in Owl Train and takes about 15 – 20 minutes to complete. After you sign in to Owl train, go to the COMPLIANCE section.
- Please use either Firefox, Chrome, or Safari to access the training. UITs identified issues with Internet Explorer that cause the system to not register completion of the course. For questions related to technical issues, please call the UITs Service Desk for assistance.

*Provide Example:*

- A professor who worked on the Marietta Campus was initially resistant to completing the online training and MVR check.
- After encouragement from his department head, he did eventually complete the required training.
- Not long after he was Qualified, he was driving his personal vehicle from Marietta to Commencement on the Kennesaw Campus.
- As he was exiting the Marietta Campus, he accidentally bumped the rear end of another vehicle. It was a very minor impact, but there were five people in the other vehicle, and all claimed to be injured. They immediately contacted a large, personal injury attorney who advised them where to go for treatment.
- Since he had completed the required steps and was “Qualified” to drive for KSU business, he was able to turn it over to us to have DOAS and the Attorney General’s office handle it for him.

## LEVEL 1 APPLIES TO ALL “EMPLOYEES”

### HOW?

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### STEP 2: MVR Check

✓ All employees are required to complete **ONE (1)** of the following forms:

[KSU Georgia Motor Vehicle Record \(MVR\) Request Form \(DocuSign\)](#)

*– If you have a Georgia driver’s license*

[KSU Out of State Motor Vehicle Record \(MVR\) Request Form \(DocuSign\)](#)

*– If you have a license from any State other than Georgia*

[KSU MVR Training & MVR Check Request Exemption Form \(DocuSign\)](#)

*– If you do not have a driver’s license, have a Provisional License, or  
You are disqualified for any reason.*



Here is where people often get confused:

The First time an employee completes the Mandatory Vehicle Operator Training in Owl Train, the employee should complete the appropriate form linked at the beginning of the annual online training. ***Only ONE of these forms should be completed and submitted to our office.***

If you signed the Georgia MVR request form, it is not necessary to complete the form annually, unless you have a name change or a driver’s license number change.,

The Out-of-State form and Exemption form are required annually with your training.

Please keep in mind that this is a protection for our employees that must be completed within 15 days of hire and then annually based on their initial training date. It takes several days to receive MVRs from the State of Georgia, or often longer for HR to run an out-of-state license.

MVR Training & MVR Check Request EXEMPTION form should NOT be submitted unless the employee

- does not have a driver's license,
- Has only a Provisional or learner's License, or
- does not qualify under the policy to operate a vehicle on behalf of KSU,

\*\*\* Please do not allow your employees to submit an Exemption Form simply to avoid the training and MVR check. The exemption form rejects any and all State protections and Insurance Coverage. We have had several employees who submitted this form but later drove between campuses for meetings and conferences and then had an accident.\*\*\*

The Exemption form is always routed to the employee's direct manager (in the HR system) for signature. Managers, please review the form carefully before signing. If the employee may need to drive for any reason, do not sign this form. Instead, speak to the employee and have them complete the correct form.

## WHAT IS LEVEL 2?

### National Safety Council Defensive Driving Course

This is an all-day course licensed by The National Safety Council.

The course is offered monthly.

Registration and schedule through Owl Train.



Level 2 training is only required if an employee transports others or operates a KSU vehicle.

The course is, however, open to all KSU employees.

This course is licensed by the National Safety Council and approved by the Georgia Insurance Commissioner's office for discounts on personal automobile insurance policies. Check with your insurance agent for any applicable discounts; for example, State Farm offers a 10% premium discount.

The course is offered monthly and on demand for groups of 10 or more. Registration is through Owl Train.

# QUESTIONS?

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