



Insurance and Risk  
Management

Job Aid IRM 05  
KSU Driver Qualification Program  
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# DRIVER QUALIFICATION PROGRAM



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We are the Office of Insurance and Risk Management.

Today we will take a brief look at the Driver Qualification Program.

All documents referenced in this presentation are available on the Insurance and Risk Management website, [risk.kennesaw.edu](http://risk.kennesaw.edu).



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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. This program is a requirement of the CLCP and we are working with the campus now to bring KSU into compliance as well as introduce departments to new tools available to assist them in monitoring their employees' compliance with the program.

## DEFINITIONS

### WHO DOES THIS AFFECT?

### ALL KSU 'Employees'

- ✓ Faculty
- ✓ Staff
- ✓ Student Workers
- ✓ Volunteers

WHO?

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This program affects ALL part-time and full-time **Faculty, Staff, Student Workers** and any other party that receives a compensation from KSU, as well as **Volunteers** who are part of an organized KSU Volunteer Program.

## DEFINITIONS:

### WHAT DOES THIS AFFECT?

## WHAT?

#### 'Vehicle' =

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

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

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** may be a KSU Fleet, Rental, Personal or Low Speed Vehicle; this is NOT limited to only KSU owned fleet vehicles. State Tort liability insurance covers the acts of the employee, not any particular vehicle.



## COMPREHENSIVE LOSS CONTROL PROGRAM

### WHAT IS IT?

2008, Georgia Legislature passed Senate Bill 425.

Senate Bill 425 authorizes DOAS to establish ***incentive programs*** that include setting insurance coverage premium rates and adjusting claim deductibles based upon participation in loss control programs.

CLCP

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In 2008, the Georgia Legislature passed Senate Bill 425 that authorizes the Department of Administrative Services to establish incentive programs based upon agency participation in loss control programs.

These incentives include reduced insurance premiums and lower deductibles on claims. The Comprehensive Loss Control Program, or CLCP, was implemented by DOAS for this purpose.

## IMPLEMENTATION TIMELINE

CLCP

- **Phase 1 – FY 2009**
  - Agency will evaluate operations and plan implementation of all 8 components.
- **Phase 2 – FY 2010**
  - Agency will provide written implementation plans and conduct reviews to ensure program's effectiveness. Modify or add programs. Meet DOAS set loss goals.
- **Phase 3 – FY 2011 and Forward**
  - Agency will have functioning plans in place. Premium surcharges of 10% plus increased deductibles for non-participating agencies will be charged. Participating Agencies not fully compliant with CLCP will be considered a non-participant and surcharged accordingly.
  - Annual inspections will be conducted by a DOAS Loss Control Officer to assure compliance.

Here is the implementation timeline established by DOAS for all State Agencies.

Note that we are 6 years in to full implementation and in the “penalty” phase for non-compliance



## COMPONENT NUMBER 7

### AUTO LIABILITY AND PHYSICAL DAMAGE

CLCP

#### Penalty for Non-Compliance (In addition to the 10% surcharge on all lines):

*“If DOAS determines that an unqualified driver caused a preventable accident that resulted in a claim payment to a third party for either property damage or bodily injury, the agency will be charged a per accident co-payment of up to \$1,500. If the loss amount does not exceed \$1,500, the entity will be charged the total amount as a co-payment up to \$1,500.”*



#### Penalties for Non-compliance:

In addition to the 10% surcharge on Premiums, if DOAS determines that an **Unqualified Driver** caused a preventable accident, the agency will be charged a per accident surcharge. This amount will be charged back to the driver’s department.

## COMPONENT NUMBER 7

### AUTO LIABILITY AND PHYSICAL DAMAGE

CLCP

“Employees who drive on State business **regardless of vehicle ownership** (state, personal, rented, leased) are covered for damages caused while operating the vehicle.”

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Component 7 of the CLCP includes requirements for Driver Qualification programs,.

“Employees who drive on State business **regardless of vehicle ownership** (state, personal, rented, or leased) are covered for damages caused while operating the vehicle.”

In other words, if an 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.

KSU BUSINESS includes travel between campus locations, driving to meetings, attending a conference or completing any University business that requires driving.

CLCP

**COMPONENT NUMBER 7**

**AUTO LIABILITY AND PHYSICAL DAMAGE**

*The expectation is that MVRs will be run on all employees, who may operate a vehicle on KSU business; Regardless of:*

- *Frequency or*
- *Vehicle Ownership.*



**CLCP Weighted Evaluation Checklist** used by DOAS for evaluation criteria

**7. AUTO LIABILITY AND PHYSICAL DAMAGE**

1. **Motor Vehicle Use Policy** – Is there an established fleet or vehicle use policy with language that addresses who can drive on state business, reporting incidents and accidents, and driving rules as required by the Office of Fleet Management?
2. **Driver Qualification** – Is there a policy that establishes minimum standards that must be met to drive on state business?
  - a. Does it include frequent reviews of Motor Vehicle Records annually, prior to hiring in a driving position or promotion to a driving position on **every employee that has a potential to drive on state business**?
  - b. Does it contain specific penalties suspension, training, etc. and processes retraining, corrective actions, etc. for falling below those standards?
  - c. Is it acknowledged by each covered driver?

Annual inspections are conducted by a DOAS Loss Control Officer to assure compliance.



## COMPONENT NUMBER 7

### AUTO LIABILITY AND PHYSICAL DAMAGE

Requirements:

#### **“Driver Qualification Program –**

*Entities should establish the minimum standards that must be met to drive on state business. This should include frequent review of Motor Vehicle Record (annually, prior to hiring in a driving position or promotion to a driving position) on every employee that is expected to drive on state business. The program should also set specific penalties (suspension, training, etc.) and processes (retraining, corrective actions, etc.) for falling below those standards, with an acknowledgement signed by each covered driver.”*

CLCP

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A requirement under this component is to establish a driver qualification program as described in the CLCP Agreement.

#### **The program must include:**

- Minimum Annual Training Standards
- And Annual MVR Checks on all employees

## 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** vehicle.

Examples include driving vans (KSU or Non-KSU owned) or other vehicles to transport students or guests; Any operation of a KSU Fleet vehicle (Exceptions include Police Officers who already receive required 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) Online Training
- b) and MVR Check

**Level 2** is in addition to **Level 1**, is only **required** if an employee transports others or operates a **KSU** vehicle on a regular basis.

## WHAT IS “LEVEL 1”?

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

Every employee must complete the ANNUAL online Mandatory Vehicle Operator Training once, *each Fiscal Year*.

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



Sign In then search for  
Vehicle Operator Training –  
Select this Course



HOW?

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Again, Level 1 applies to ALL KSU employees (and Volunteers)

- Everyone must complete the ANNUAL training online. Anyone with a Net ID and password has access to this training.
- The Training is presently available in Owl Train.
  - The training only takes about 20 minutes to complete. You must complete all modules of the training.
  - Please use either Firefox, Chrome or Safari to access the training. UITS recently advised that there are issues with Internet Explorer that cause the system to not register completion of the course. For questions related to technology or technical issues, please call the UITS Service desk for assistance.



# LEVEL 1 APPLIES TO ALL "EMPLOYEES"

HOW?

## STEP 2: MVR Check

- ✓ All employees will be required to complete the Georgia Motor Vehicle Request (MVR) form (DDS-18) and forward the Risk Management for processing.

*This form only needs to be completed one time (not annually). It is not necessary to re-submit this form unless you have changes to your name or license number.*

DDS Georgia Department of Driver Services  
Customer Service, Licensing and Records Division  
P.O. Box 30007  
Columbus, Georgia 31913

**REQUEST FOR MOTOR VEHICLE REPORT/DRIVER**

Employee has submitted this form as a (SELECT ONE):  
 New / 1st Time Request -OR-  Name or License Number Change Request

PLEASE PRINT LEGIBLY

SECTION 1 - DRIVER INFORMATION (must exactly match driving record)			
Full Name (First, Middle, Last)	Susan Brown Anthony		
Driver Date of Birth (MM/DD/YY)	01/01/00	Driver's License Number	012345678

SECTION 2 - THIRD PARTY REQUESTOR INFORMATION			
Full Name (First, Middle, Last)	Office of Enterprise Risk Management		
Firm Name (if applicable)	Kennesaw State University		
Address	1000 Chastain Road Kennesaw, GA 30144		

SECTION 3 - TERM OF REQUEST

Please choose one of the following options:  
 Short-Term Georgia MVR  Short-Term Georgia MVR

If you are requesting a Georgia MVR by mail, please include a business-sized self-addressed stamped envelope along with this request and the required payment amount. Be sure to accept personal checks, cashier's checks, money orders, and company checks.

SECTION 4 - AUTHORIZATION TO RELEASE RECORD OF DRIVER			
Under penalty of law, I hereby request release of my driving record. IIR	<input type="checkbox"/> request release of my driving record. IIR		
(please check one)	<input type="checkbox"/> consent to release of my driving record to the person and/or entity specified below, in accordance with O.C.G.A. § 40-6-2.		
Signature of Driver	Susan A. Brown	Date	01/11/2016
Driver's Department	FAC-Enterprise Risk Management	Supervisor	Martha Thompson
Driver's Email	sbrown50@kennesaw.edu	Supervisor Email	mthomp50@kennesaw.edu
Driver's KSU ID #	000123456		

The First time an employee completes the Mandatory Vehicle Operator Training , the employee should download the Motor Vehicle Request form located at the end of the training module, complete sign and submit it to our office as instructed on the form.

For subsequent annual trainings, the employee does not need to re- submit this form unless she/he has a name change or a driver’s license number change.

As of January 2017 this form is included in the new hire paperwork, and is then submitted to our office by HR. The new hire then has 10 days to complete the Mandatory Online Training, or they are Disqualified from driving on behalf of KSU for any State business, and they are not in Compliance with the State Policy.



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Prior to January 2017, this form was not obtained at New Hire Orientation and On-Boarding. Any pre-employment MVR that HR completes is not provided to our office as it is part of the pre-employment package, therefore, this form is required to be submitted to our office for Insurance purposes. If you have any question about whether you submitted this form previously, please submit it again.



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## Job Aid IRM 05 KSU Driver Qualification Program & SAS Reporting

### WHAT HAPPENS NEXT?

HOW?

- ✓ After Level 1 has been completed the first time, employees will be notified automatically each year 15 days before their Annual training is due.
- ✓ The employee and immediate supervisor will be notified by email if the employee does **NOT** qualify to operate a vehicle on KSU business

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After the MVR form has been submitted to Risk Management, the employee will receive a reminder each year 15 days prior to the expiration of their annual training. The reminder will contain a link to the training module.



## LEVEL 1 APPLIES TO ALL “EMPLOYEES”

### HOW?

### Motor Vehicle Operator Training and MVR Check Request for Exemption

- ✓ If an employee does not have a license or claims exemption for any reason, the employee must complete the *Motor Vehicle Operator Training and MVR Check Request Exemption* form.
- ✓ If the employee’s driving status changes an MVR Request Form can be submitted and the driving history will be reviewed for Re-Qualification consideration.

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If an employee does not have a license, has a Class D-Learner’s Permit or a Class CP-Provisional license, or will NEVER operate a vehicle for ANY business purpose (even once a year for a conference, etc.) the employee may opt to complete ***the Mandatory Vehicle Operator Training and MVR Check Request for Exemption Form***. By signing this form the employee acknowledges the/she will NEVER drive on behalf of KSU for any business purpose.

It is important to remember that exemption from this program also excludes the employee from auto liability insurance coverage under the State Tort Claims Act, and they will no longer have the same immunity from personal liability as other State employees.



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# Job Aid IRM 05 KSU Driver Qualification Program & SAS Reporting

## LEVEL 1 APPLIES TO ALL "EMPLOYEES"

HOW?

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### Mandatory Vehicle Operator Training and MVR Check Request for Exemption

I, \_\_\_\_\_ hereby swear that I do not operate a motor vehicle under any circumstances on behalf of Kennesaw State University or any of its partner entities (KSU).

I have read and understand the below definitions of an "Employee" and a "Vehicle".

**Employee** - Includes Faculty, Staff, Student Assistants, Volunteers, Non-Paid Affiliates and any other party acting on behalf of Kennesaw State University.

**Vehicle** - Includes all KSU owned motorized vehicles, Rental Vehicles, Lease Vehicles or Personal vehicles; regardless of vehicle ownership or frequency of use.

**On behalf of or related to my employment at KSU, I will NEVER:**

- Drive any vehicle to meetings, conferences, training or for any other purpose related to your profession or position at KSU.
- Drive any vehicle to another location across campus.
- Drive any vehicle to pick up supplies, materials or other items either on campus or to other locations such as Staples, Wal-Mart, the grocery store, etc. related to any KSU activity.
- Drive any vehicle for any other purpose besides personal transportation to and from work.

I understand that if my driving status should change, I will immediately complete the Mandatory Vehicle Operator Training and authorize a Motor Vehicle Record (MVR) check of my driving history before operating any vehicle on behalf of or related to my employment at Kennesaw State University.

I understand that I will be held personally liable for damages or injuries related to an auto-accident. I also understand that failure to strictly adhere to this process and procedure may have consequences, up to and including termination. I hereby assume all risks associated with driving an automobile within the scope of my employment. I assume full and complete responsibility for any injury or accident which may occur to me or the vehicle in which I am driving. I knowingly and intentionally hereby release and waive any and all claims, of whatsoever kind or nature, which I may have against Kennesaw State University, its Board of Trustees, employees, agents, and representatives, resulting in whole or in part, from my driving an automobile within the scope of my employment. This release shall be binding on my heirs, administrators, and assigns.

I hereby testify that I have read and understand the Kennesaw State University Driver Qualification Program as well as this waiver and certify by my signature that I am exempt from this process.

_____ Employee Signature	_____ Date	_____ Department Full Name
_____ Print Employee Name		_____ Employee KSU ID Number
_____ Supervisor Signature	_____ Date	_____ Print Supervisor Name

SEND COMPLETED RETURNED FORM TO: KSU Risk Management  
 1. By Secure RETURN use to Risk MGMT -CSU  
 2. Personally deliver as a sealed envelope to Norton Hall, R.2, Room 018  
 3. VIA U.S. Mail: 1100 South Marietta Parkway, SEB 9015, Marietta, GA 30060

KIR-MVR-EXEMPT v3



This form can be found on the Insurance and Risk Management website, risk.Kennesaw.edu. The Exemption form must be signed by the employee and his/her supervisor. The supervisor is required to sign the form as an acknowledgement of the employee's driving status with the University.

## WHAT IS LEVEL 2?

### HOW?

### National Safety Council Defensive Driving Course

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

The course is offered monthly on each campus.

Registration and schedule through Owl Train.



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

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

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 discount; I have State Farm and I receive a 10% premium discount.

The course is offered monthly on each campus. Registration is through Owl Train.

## SAS REPORT TOOLS

### Motor Vehicle Operations Training and Reports

HOW?

#### Financial Reports

[Click here to refresh collection.](#)

-  **Financial - Comprehensive Financial Reports Summary.srx**  
Comprehensive Financial Report displays data consolidation for budget, pre-encumbrances, encumb
-  **Financial - Position Management for Managers (Secure).srx**  
Report to monitor and track position budgets and expenses
-  **Financial - Proposed Budget Schedules (SECURE).srx**  
This report displays annual Schedules G (summary) and G-1 (detail) budget reports for original and
-  **Financial - Vendor Payments - SECURE.srx**
-  **Motor Vehicle Operations Training and Reports (Secure).srx**

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We worked with ESS to develop the Motor Vehicle Operations Training and Reports tool in SAS. This SAS report is available for you to view the employees within your department to determine their compliance with the Driver Qualification Program.

In March of 2017 an email was sent out to all employees who were not in compliance with the Driver Qualification Program to notify them of their non-compliance, prior to rolling out the SAS Tools to the business managers. Going forward, departments will be responsible for assuring all of their employees are in compliance. Keep in mind, “employees” include ANYONE who receives a pay check from KSU; Full-time and part-time Faculty, Staff, and student workers.



## SAS REPORT TOOLS

### Motor Vehicle Operations Training and Reports

HOW?

- **According to HR, KSU has 7,048 paid employees**
- **2,375** Compliant with the DOAS/KSU Driver Qualification Program
- **195** Employees have claimed exemption from the program
- **4,478** Employees who are NOT compliant with State Policy
- Less than **40%** of employees compliant with the DOAS/KSU Driver Qualification Program

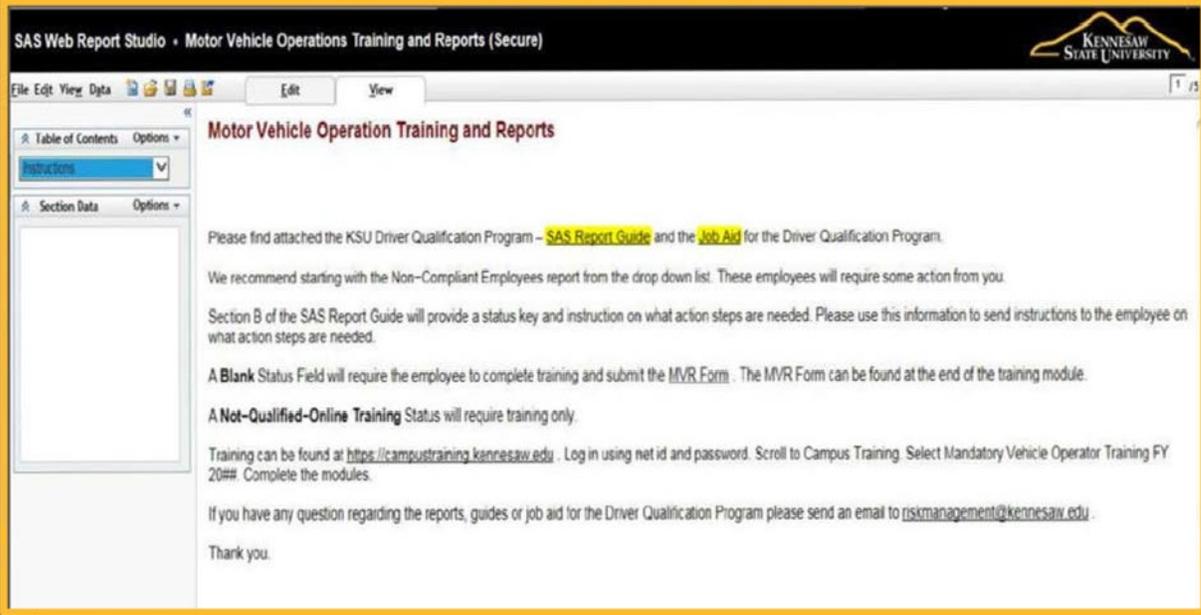
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- According to HR, KSU has just over 7,000 (7,048) paid employees,
- Only approximately 5,080 are in compliance.
- Which means less than 40% of KSU employees are compliant with the DOAS Driver Qualification Program.

## SAS REPORT TOOLS

HOW?



SAS Web Report Studio • Motor Vehicle Operations Training and Reports (Secure)

File Edit View Data Edit View

Motor Vehicle Operation Training and Reports

Please find attached the KSU Driver Qualification Program – [SAS Report Guide](#) and the [Job Aid](#) for the Driver Qualification Program.

We recommend starting with the Non-Compliant Employees report from the drop down list. These employees will require some action from you.

Section B of the SAS Report Guide will provide a status key and instruction on what action steps are needed. Please use this information to send instructions to the employee on what action steps are needed.

A **Blank Status Field** will require the employee to complete training and submit the [MVR Form](#). The MVR Form can be found at the end of the training module.

A **Not-Qualified-Online Training** Status will require training only.

Training can be found at <https://campustraining.kennesaw.edu>. Log in using net id and password. Scroll to Campus Training. Select Mandatory Vehicle Operator Training FY 20##. Complete the modules.

If you have any question regarding the reports, guides or job aid for the Driver Qualification Program please send an email to [riskmanagement@kennesaw.edu](mailto:riskmanagement@kennesaw.edu).

Thank you.

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This SAS report is a tool that you can use to see which employees are in compliance and when training expiration dates are approaching.

When you open the Motor Vehicle Operations Training and Reports in SAS you will see Instructions, from here you can click on the link to open and download the **SAS Report Guide** and the **Job Aid** for the KSU Driver Qualification Program and Training

These job aids can also be found on our website.



## SAS REPORT TOOLS

### HOW?

Motor Vehicle Operations Training and Reports

#### Table of Contents

- **Department Summary – All Employees**
- **Non-Compliant Employees**
- **Employees Expiring in 30 days or less**
- **Exempt Employees**



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From the Table of Contents you will see the SAS Reports available.

If you are the Business Manager for more than one department, all departments will be listed separately.

All reports can be Exported to Excel and printed from there, to be shared with department supervisors and department personnel managers as necessary. There is no personal identifying information (such as DOB or Driver's License No.) included on these reports.

The Motor Vehicle Operations Training and Reports pulls the training dates directly from our MVR Database. The SAS Report is updated overnight, and is current with our MVR database the next day.



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## SAS REPORT

### Motor Vehicle Operations Training and Report

HOW?

1058414\_FIN-Enterprise Risk Management

Last Name	First Name	Middle Name	Status	Days Expiring/Past Due	Online Training Exp Date	Email	Supervisor	Out Of State License	Def Driving Exp Date
Hunter 1 Barron	Billie	Jean	Qualified	93	09AUG2017:11:56:00	bhunterb@kennesaw.edu	Janet Nash Billie Hunter		16FEB2020:00:00:00
2 Rice	Suzanne	Grace	Qualified	249	12JAN2018:12:30:00	srice30@kennesaw.edu	Barron		10FEB2021:00:00:00

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This is a sample of the Department Summary – All Employees

The Status Column is the most important column. Only **Qualified** and **Qualified by HR** statuses are in compliance and permitted to operate a vehicle for KSU business purposes. Employees are only Qualified by HR if they have an Out of State license.

The Status Key report with a complete list of status codes may also be found under the link **SAS Report Guide** or on our website [risk.Kennesaw.edu](http://risk.Kennesaw.edu)



## SAS REPORT TOOLS

### Motor Vehicle Operations Training and Report

HOW?

Status	First Name	Middle Name	Last Name	Email	Out Of State	Supervisor	Dept Desc	Def Driving Exp Date	Mandatory Online Training Exp Date
6549							AUX-KSU Bookstore	-	-
6550							HSS-History & Philosophy	-	-
6551							STA-Student Rec and Act Ctr	-	-
6552							SCM-Dean-Science & Mathematics	-	-
6553							UCL-Ldrshp & Integrative Stdy	-	-
6554							STA-Student Life Operations	-	-
6555							UCL-Academic Support Initiativ	-	-
6556							STA- Sports and Recreation	-	-
6557							ART-School of Music	-	-
6558							HHS- Social Work and Human Svs	-	-
6559							AUX-KSU Bookstore	-	-
6560							CSE-Information Technology	-	-
6561							UAD-University Development	-	-
6562							ART-School of Art and Design	-	-
6563							CSE-Office of Dean	-	-
6564							EDU-Inclusive Education	-	-
6565							HHS-Health Promotion & Phy ED	-	-



If there is no information in the status column, and both of the training dates are blank, this employee is Not in Compliance with the Driver Qualification Program.

This employee has not taken the required Mandatory Online Training, nor have they submitted the MVR Request form or an MVR Exemption form. The MVR request or MVR Exemption form is what triggers this information in our MVR Database.



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**HOW?**

**QUESTIONS?**

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Are there any questions?



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QUESTIONS?

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(470) 578-2599  
(404) 558-1572 cell  
[riskmanagement@Kennesaw.edu](mailto:riskmanagement@Kennesaw.edu)  
[risk.kennesaw.edu](http://risk.kennesaw.edu)

Janet H. Nash, Assistant Director EH&S |  
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Billie Hunter-Barron, Risk & Insurance Specialist

