



Job Aid: IRM03
KSU Driver Qualification Program and Training

Who Must Complete? Level 1: All KSU Employees – Annually
 Level 2: Based upon Activity
Effective Date: May 1, 2014

INTRODUCTION

The State of Georgia Department of Administrative Services (DOAS) set forth requirements for all State Agencies to follow regarding Driver Qualification Programs. These requirements are outlined by DOAS as part of the Comprehensive Loss Control Program (CLCP). The Georgia Legislature has empowered DOAS to set penalties for non-compliance including 10% surcharges on all insurance premiums, high co-payments on every claim and denial of coverage.

DEFINITIONS

For the purposes of this procedure and process, here are definitions of these terms under insurance and tort law.

- **Employee** – Staff and Faculty (full time and part time), Student Workers, Volunteers, Non-Paid Affiliates, and any other party acting on behalf of Kennesaw State University.
- **Vehicle** – All KSU owned motorized vehicles, Rental Vehicles, Lease Vehicles, Low Speed Vehicles (golf carts, gators, Gem Cars) or **Personal Vehicles**; regardless of vehicle ownership or frequency of use when used on behalf of KSU for State business.

INSTRUCTIONS

Kennesaw State University has adopted the following processes to assure compliance with the CLCP and the safety of our employees, students, guests and community:

LEVEL 1 - APPLIES TO ALL EMPLOYEES - ANNUALLY

MANDATORY ANNUAL TRAINING & MOTOR VEHICLE RECORD (MVR) CHECK

All employees must complete the Mandatory Vehicle Operator Training on an annual basis. This course is available online through Campus Training. The online course will take less than 30 minutes to complete and satisfies the State requirement for basic annual training.

The **Georgia** Motor Vehicle Record (MVR) Request Form included in this training module needs only be submitted to Risk Management once. There is no need to re-submit the form unless you have a change on your Georgia License (Name or Number); obtain a NEW Georgia License; or your driver status changes.

If you have an Out-Of-State Driver's License and you have not updated to a Georgia Driver's License, you must submit the Out-of-State MVR Request form annually.

HOW?

1. Go to [OwlTrain](#) or <https://ksu.skillport.com> and log in with your NetID and Password.

Enable Web Accessibility
([What is Web Accessibility?](#))

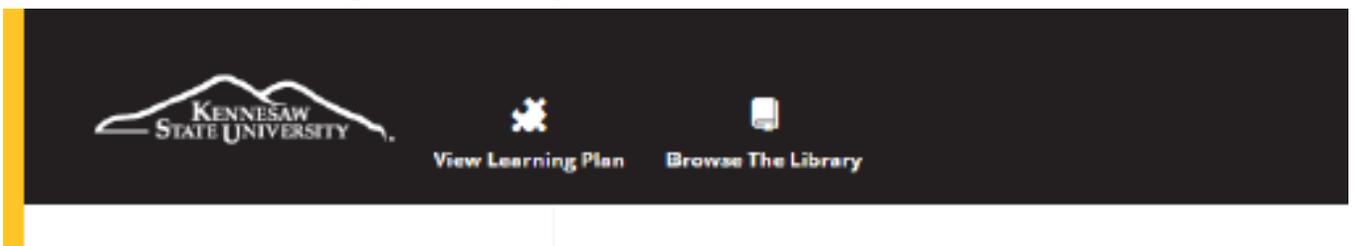
KSU OwlTrain Login

KSU NetID

Password

[Privacy Policy](#)

2. Go to **View Learning Plan** on the top Banner.



3. Scroll down to **Mandatory Vehicle Operator Training**. Click **Launch**.



Mandatory Vehicle Operator Training

Custom - Course: 25 Minutes

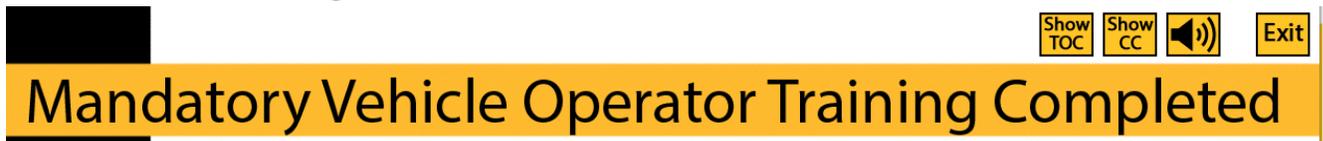
Status: [loading icon]
Due: Oct 30, 2019
* Required

**Note...the due date reflected on this screen is incorrect, due to system updates.

4. Carefully read and follow the instructions and complete all sections of the course. Make sure you have clicked Continue on each page.



5. When you have completed the training the system will tell you that you have “Successfully Completed the Training. You must then click EXIT at the top of the banner to mark the Training COMPLETE.



Show TOC Show CC [Speaker Icon] Exit

Mandatory Vehicle Operator Training Completed

6. You can print a Certificate of Completion for your records, by following the instructions at the end of the training.

**Note...Risk Management does not need the Certificate of Completion.

7. If you have any technical problems, please contact the UITS Service Desk for assistance at 470-578-6999 or by email at service@kennesaw.edu

8. If you should have any additional questions, please visit our website risk.kennesaw.edu and review the Frequently Asked Questions (FAQs) or call Insurance and Risk Management at 470-578-2599.

9. To check the status of your training you can

- On the main page of OwlTrain under Quick Links click **Learning Transcript** on the left side bar under **Quick Links**
- In the list of trainings you should see **Mandatory Vehicle Operator Training**, here you can see when the course was last completed.
- If there is not a date in the **Completed** column you did not complete the course and you will need to access the course again to complete the training.
- Make sure you go all the way to the end of the training and click on **EXIT** at the top of the page in order to mark the training Complete.

Quick Links

-  [How to use OwlTrain](#) ▼
-  [Learning Transcript](#)
-  [Support](#) ▼
-  [Instructor Led Training](#) ▼

REQUIRED FORMS

There are two (2) forms provided in the training module. If you need help filling out these forms please call Insurance and Risk Management at 470-578-2599 or by email at riskmanagement@kennesaw.edu.

- Georgia Motor Vehicle Report (MVR) Request Form – GEORGIA DRIVER’S LICENSES ONLY
- Out-Of-State Motor Vehicle Report (MVR) Request Form

**Out-of-State
MVR Request Form**

**Georgia
MVR Request Form**

GEORGIA MVR REQUEST FORM

If you have a Georgia Driver’s License and have had no changes to your license (name or number) you only need to submit this form once. If you are not sure if you have previously submitted the Georgia MVR Request Form, please fill out the Georgia MVR Request Form and forward to Insurance and Risk Management as instructed on page 1 of the form. This will be

uploaded to your file in Noli Web, and the original will be shredded. There is no harm in having more than one form on file.

- As a State Agency, KSU is required to review a copy of every employee's Motor Vehicle Record (MVR) report annually. The provided Georgia MVR Request Form is from the Georgia Department of Driver Services and is required for KSU to request your Georgia MVR report from the DDS directly.
- Please print the form, fill out in full, sign and date where indicated. Send the form to Insurance and Risk Management as instructed on Page 1 of the form.
- You will be notified by email if you do NOT qualify to operate a vehicle on behalf of Kennesaw State University.
- If you have a Georgia driver's license but your address or name has changed, you have 60 days to apply for a replacement license showing the correct information. (OCGA § 40-5-33)
- If you previously had an Out-of-State driver's license and you have obtained a Georgia driver's license you must submit the Georgia MVR Request Form to Insurance and Risk Management.

OUT OF STATE MVR REQUEST FORM

- If you have an Out-of-State driver's license and you are a resident of Georgia, you must obtain a Georgia driver's license within 30 days of establishing residency. (OCGA § 40-5-20)
- If you currently have an out-of-state driver's license, Human Resources will need to run your MVR. To submit an out-of-state MVR Request to HR please complete the [Out of State MVR Request Form](#), PLEASE read this form completely and follow the instructions.
 - Forward the form to HR via email to backgrounds@kennesaw.edu
 - HR will input your information into their system and you will receive an automatic email from donotreply@talentwise.com, with a link to complete the electronic background consent form.
 - DO NOT send Out-of-State MVR Request forms to Risk Management. HR will notify Risk Management when they receive the MVR.
- If you have an Out-of-State driver's license and you have not updated to a Georgia driver's license, you must submit a new Out-of-State MVR Request Form annually.

If you will NEVER operate any vehicle on behalf of KSU for State business purposes:

Complete the [KSU Motor Vehicle Record \(MVR\) Exemption Form](#). You will not be authorized to operate any vehicle for KSU business. Remember that exemption from this program also excludes an employee from liability insurance coverage under the State Tort Claims Act. You will no longer have the same immunity from personal liability as other State employees. This form is an acknowledgement and understanding of the exemption status under the Kennesaw State University Driver Qualification Program. This form must also be signed by your supervisor to acknowledge they are aware of the exemption.

If you do not have a driver's license, or if you have a Class CP (learner's permit) or a Class D (provisional permit), you must also complete an [MVR Exemption Form](#).

You must have a KSU Motor Vehicle Operator Training and MVR Check Request for Exemption form or a Motor Vehicle Record (MVR) Request Form on file with the Office of Insurance and Risk Management in order for you, and your Department, to be in compliance with KSU and State Motor Vehicle Operator Policies.

These forms are located on our website, risk.kennesaw.edu under Resources.

LEVEL 2 – DEFENSIVE DRIVER TRAINING COURSE

All employees who operate a vehicle on a routine basis on behalf of KSU for State business OR operates a vehicle to transport other people (students, guests or others) **regardless of frequency**, on behalf of KSU for State business must complete this course. It is the responsibility of the Department Managers to identify these individuals.

- This is the 6 hour, in classroom, **National Safety Council Defensive Driving Course** and is recognized by the State of Georgia and is free of charge to KSU employees and students.
- Upon successful completion of the course, the participant receives an official Certificate of Completion from the National Safety Council, which he or she may also submit to their personal auto insurance carrier for possible premium discounts. (State Farm offers a 10% discount. Please contact your insurance agent to determine if discounts apply to your policy).

HOW?

This classroom course is offered monthly on each campus. To register for this course, go to [OwlTrain](#) and search for Defensive Driving.

Enable Web Accessibility

KENNESAW STATE UNIVERSITY

View Learning Plan Browse The Library

Defensive Driving English (All)

Search Results

Search: Defensive Driving

ADD FILTERS Search within these results

ILT Custom Books Courses Videos Resources

 **National Safety Council's Defensive Driving Course** DETAILS

ILT Duration: 7 Hours, 15 Minutes

Click on Details and select the session you would like to attend and enroll in that class.

- ✚ If you have 10 or more employees in your department in need of this course and you would like to set up a class at your location, please contact Insurance and Risk Management at 470-578-2599 or riskmanagement@kennesaw.edu to schedule.