



Job Aid IRM01 Motor Vehicle Operator Policy Procedure

PROCEDURE

1. INSURANCE AND RISK MANAGEMENT AND HUMAN RESOURCES

- 1.1 All employees are required to complete the Level 1 – Mandatory Vehicle Operator Training and submit an MVR Request to Insurance and Risk Management within 10 days of hire. The MVR Request form is normally provided to new KSU hires during the employee orientation process. Insurance and Risk Management will conduct a check and validate that the employee being considered to operate a KSU vehicle is the holder of a valid Georgia driver's license. If employee has a driver's license from another state Human Resources must conduct a check and validate that the employee has a valid Out-Of-State driver's license and an acceptable motor vehicle record. If employee is not the holder of a valid driver's license, they may not operate any KSU vehicle, including utility vehicles, golf carts and scooters. Insurance and Risk Management will provide notification to employee, employee's supervisor and to the KSU Fleet Supervisor if employee is not qualified to operate a vehicle on behalf of KSU for State business.
- 1.2 If an employee is cited for any moving violation, either on or off duty, including a DUI citation, that employee must report the information to his/her supervisor, who will in turn, report the information to Insurance and Risk Management using DOAS form RMS-101, After a review of the citation by Insurance and Risk Management a determination will be made regarding the employee's continued authorization to operate vehicles on behalf of KSU for State business.
- 1.3 Insurance and Risk Management will obtain a Motor Vehicle Report (MVR) annually on every employee. If a vehicle operator has accumulated 10 or more violation points within the last 36 months (3 years) on their driver's license, the vehicle operator will be suspended from driving any vehicle on behalf of KSU for State business. See KSU Motor Vehicle Operator Policy Section 8.3.11 for additional disqualifications.

2. DEPARTMENT HEAD(S)

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



Job Aid IRM01 Motor Vehicle Operator Policy Procedure

A tool to assist department heads in this task has been created. See Job Aid IRM05 – SAS Reporting Guide – KSU Driver Qualification Program.

- 2.2** All vehicle operators are obligated to report all traffic violations either on or off duty, to the department head or their immediate supervisor within 24 hours of the occurrence. Employees who fail to do so may have their operating privileges revoked and subject to disciplinary action up to and including termination.
- 2.3** The department head/supervisor will report this information to Insurance and Risk Management using DOAS Form RMS-101. If a vehicle operator reports a citation for Driving Under the Influence of drugs or alcohol (or any violation included below), the department head/supervisor will immediately suspend the operator's KSU driving privileges and report the matter to Insurance and Risk Management.
- 2.4** When Insurance and Risk Management notifies a department head/supervisor that a vehicle operator has accumulated 10 or more points within the last 36 months on their driver's license, the vehicle operator will be suspended from driving any vehicle on behalf of KSU for State business. The department head will contact Insurance and Risk Management for assistance in determine the state of the operators driving privileges.

3. ALL EMPLOYEES

- 3.1** All employees, within 10 days of hire, are required to complete the Level 1 – Mandatory Vehicle Operator Training and submit an MVR Request form to Insurance and Risk Management, and received approval prior to operating a vehicle on behalf of KSU for State business.
- 3.2** All Employees who will be operating a vehicle for any purpose must have a valid driver's license
- 3.3** 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.
- 3.4** All employees who will be transporting students, guests or others in a vehicle must complete the Level 2 training – Defensive Driving Course (DDC6) and pass with a score of 80 or better to receive qualification to drive on behalf of KSU for State business.



Job Aid IRM01
Motor Vehicle Operator
Policy Procedure

- 3.5** All employees who operate a vehicle on behalf of KSU for State business are obligated to report all traffic violations, either on or off duty, to the department head or their immediate supervisor within 24 hours of the occurrence. Operators who fail to do so may have their operating privileges revoked. This is a violation of KSU work rules, and subject to disciplinary action up to and including termination.
- 3.6** All employees who operate a vehicle on behalf of KSU for State business are required to use seatbelts and operate vehicles in a safe and lawful manner
- 3.7** All employees who operate a vehicle on behalf of KSU for State business are required to refrain from cell phone use while the vehicle is in operation.