

Motor Vehicle Use

CITATION REFERENCE

OFFICIAL TITLE
VOLUME

POLICY ON MOTOR VEHICLE USE
HUMAN RESOURCES

State of Georgia Vehicle:

HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT: MOTOR VEHICLE USE

USG employees must have a valid license in their possession while operating a vehicle on Institution and/or USG business.

Driver Disqualifications

An employee who has had one of the following occurrences during the 24-month period preceding their use or request for use of a State of Georgia vehicle or a vehicle rented or used for USG and/or Institution business will be considered a "Disqualified Driver":

- Accumulating more than 10 points on their driving record,
- Receiving a citation (ticket or warning) while driving on Institution and/or USG business,
- Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on Institution and/or USG business, or
- Having been convicted of one of the following offenses preceding an assignment to drive on Institution and/or USG business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident

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- the driving conditions under which the relevant events occurred;
- the extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to applicable law;
- the apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
- whether anyone was injured as a result of the Disqualified Driver's actions; and
- the amount of time that has passed since the events in question.

An employee with a driver's license that is expired, suspended, or revoked is not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation.

Employees charged with the following offenses are not permitted to drive on USG/Institution business until disposition of the charges:

- Driving Under the Influence
- Driving While Intoxicated
- Leaving the scene of an accident
- Refusal to take a chemical test for intoxication
- Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
- Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)

Employees who drive on state business are to disclose receipt of the above charges by submitting Driver Notification Form no later than the workday following the charges.

Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on state business.

If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on USG/Institution business until the circumstances leading to such citations has been reviewed by the institution's Chief Human Resources or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by that institution. The determination of the measures to be required will be made by the Institution's Risk Management Services and the Institution's Chief Human Resources Officer or a designee, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

Responsible Parties and Contact Information

Party

Responsibility

Phone/Email/URL