
COLUMBUS STATE UNIVERSITY

Policy Name: Motor Vehicle Use Policy

Policy Owner: Transportation Supervisor

Responsible University Office: Business & Finance/ Risk Management

Approval Date: october 25, 2024

Related Policies: [Policy on Motor Vehicle Use](#)

I. PURPOSE

Columbus State University (CSU) manages a fleet of vehicles designated for operational, educational, athletic, and recreational purposes. The vehicle policy outlines clear guidelines regarding eligibility for using university-owned vehicles and proper procedures for their operation.

II. SCOPE

This policy applies to all CSU employees and CSU-qualified volunteers who operate a vehicle on University business, regardless of frequency of driving and ownership of the vehicle.

III. DEFINITIONS

- **State of Georgia Vehicle:** A vehicle purchased through state funds or rented or leased using state funds. For the purposes of this policy, a State of Georgia vehicle also includes institution owned or controlled vehicles.
- **University Vehicle:** Any motorized vehicle owned by CSU to be used exclusively for university activities.
- **Rental Vehicle:** A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle, which is owned by another person or company. The owner of the vehicle may be referred to as the lessor and the party paying to use the property as the lessee or renter.

- **Personally Owned Vehicles (POV):** Any motorized vehicle owned by an employee of CSU that is being used for state business.
- **At Fault:** A car accident caused by a driver failing to take reasonable care to prevent harm to another person's self or property.
- **Driver's License:** A non-provisional, unrestricted license issued by the state or federal government authorizing the bearer to operate a motor vehicle (See Georgia Department of Driver Services License Classes).
- **Employee:** Faculty, staff, student workers, volunteers, and any other party acting on behalf of CSU. Note that vendors or contractors are not covered under the state of Georgia insurance and therefore are NOT allowed to operate a vehicle on behalf of or owned by CSU.
- **Volunteer:** An individual not employed by the University but acting on its behalf under the supervision of an authorized University employee as part of an organized volunteer program. CSU employees may also be volunteers for qualified programs that are not within the normal course and scope of their employment duties with CSU.

IV. POLICY

University vehicles may only be used for authorized university-related business and activities. These vehicles are restricted to current CSU employees and volunteers conducting official business. Employees and volunteers who hold a valid state driver's license and maintain a good driving record may be authorized to operate CSU vehicles under this policy.

All approved CSU employees and volunteers who intend to drive a state or university-owned vehicle for any university-related business, regardless of frequency, must complete the online driver authorization and fuel card acknowledgement training. Additionally, they are required to sign the Driver Acknowledgement Form before operating any vehicle.

CSU Transportation is responsible for maintaining all approved training records and Driver Acknowledgement Forms.

IV. PROCEDURES

A. Authority to Use State of Georgia, University, or Rental Vehicles

The following procedures must be adhered to when requesting the use of a vehicle:

1. Prior approval from the requestor's Department Head is required before submitting a vehicle request.
2. The authorized user must submit an eQuest through the eQuest Ticketing System, with the request being made at least fourteen (14) days before the intended departure date.

3. A confirmation email with the approved usage date(s) will be sent to the requestor upon submission of the online request.

Note: If a CSU school or department owns its own vehicles, it is exempt from this process for using those vehicles. However, all drivers must be registered with the CSU Transportation Department and have a completed Driver Acknowledgement Form on file with the department.

B. 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 Columbus State business will be considered a "Disqualified Driver":

1. Accumulating more than 10 points on his or her driving record,
2. Receiving a citation (ticket or warning) while driving on CSU business,
3. Having an "at fault" motor vehicle accident within the six (6) months preceding an assignment to drive on CSU business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on CSU business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication.

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to The Transportation Department if any of the above applies. A Disqualified Driver may not drive on CSU business until: (a) his or her Motor Vehicle Record has been reviewed by the institutionally designated officer and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the Institution.

1. The measures specified may include, but are not limited to, the following: viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on CSU business.
2. Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on CSU business. Prior to making such a determination the Transportation Department must consult the Disqualified Driver's departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that will be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:
 - 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 CSU business until disposition of the charges:

1. Driving Under the Influence
2. Driving While Intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)
6. 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 a 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 Transportation Department or a designee will not permit the employee to drive for CSU business until the circumstances leading to such citations has been reviewed 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 Transportation Department 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.

C. Insurance Information

University and state vehicles are insured through the State Insurance Program. Coverage is as follows:

Automobile Liability – Covers property damage and bodily injury to the other party when a state driver is liable. In addition, there is medical coverage for authorized passengers. Any medical cost to the employee is paid out of the worker's compensation program. Major exclusions are an unauthorized driver of state vehicle and a driver using a state vehicle for personal reasons.

Automobile Physical Damage – Coverage replaces or repairs state owned vehicles. Authorized drivers are limited to employees. All authorized drivers must have a current driver's license. Spouses, friends, university volunteers and students are not covered under the State Insurance Program.

D. Damages

Should damage occur while using any vehicle, immediately contact the Transportation Department at **(706) 507- 8203**. In the event of an accident, a reporting State Insurance Card and Emergency Vehicle Service card is contained in the glove compartment of all state and university vehicles, and must be kept in the personal or rental vehicle being used by a state employee while on official university business. A copy of the insurance card can be obtained by contacting the Transportation Department.

E. Maintenance

The Transportation Department is responsible for the upkeep and maintenance of the vehicles. The vehicles will be inspected, and the beginning mileage recorded by the department prior to check-out. Ending mileage will be recorded upon return.

F. Fuel

Use only regular unleaded gas to fuel vehicles for university and state vehicles. A fuel credit card is located in the glove compartment and accepted at all major gas stations.

G. Report my Driving Program

To encourage safe driving practices, Columbus State University participates in the statewide notification program called "Report My Driving". All drivers using non-emergency state vehicles are subject to this program. All reports will be forwarded to the Transportation Department and Risk Management for review and when necessary to the driver's supervisor to determine corrective actions if needed.

Safety videos and training courses are available at www.DriversAlert.com

Signed by:
Stuart Rayfield
APPROVED: _____
DATE: 10/26/2024 10:43 AM EDT _____

APPENDIX 1



MOTOR VEHICLE USE PROGRAM DRIVER SAFETY TIPS

- ✓ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ✓ **Drivers License** - Employees who drive state or privately owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person.
- ✓ **Insurance** - Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested that all employees driving on state business have a copy of the state's insurance card and present that to the police in the event of an accident.
- ✓ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** - Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass under obstructions such as under/over passes along the intended route before placing the vehicle in motion.
- ✓ **Electronic Devices** – The use, operation and manipulation of electronic devices such as cellular phones, Blackberries, or PDAs, by the driver while the vehicle is in motion is strongly discouraged. Even with "hands free" equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
- ✓ **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back. Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
- ✓ **Intersections** – When approaching and entering intersections be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ✓ **Weather Related Hazards** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.
- ✓ **Passing** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ✓ **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front- end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the "two second rule" by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied.
Engines – The engine of a State vehicle should always be turned off before the driver exits the vehicle.