

Fleet Management and Motor Vehicle Use Policy

Adopted by President's Cabinet 5/24/16

The office of the Vice President for Business Affairs has established a fleet management and motor vehicle use policy for all vehicles owned by East Georgia State College to ensure that safe, reliable, and cost efficient vehicular resources are available to employees who conduct the college's business, and to ensure that college employees who drive State of Georgia vehicles have appropriate documentation of a license to drive and operate the vehicle. The policy shall require appropriate screening based on the nature of the driving requirements associated with the employee's position. This policy applies to all faculty and staff. Employees are also directed to the following sources for additional applicable policies:

- *Policies and Procedures of the College located on the President's webpage*
- *Business Affairs Policies and Procedures Manual*
- *East Georgia State College Travel Policy*
- *East Georgia State College Employee Handbook*
- *Georgia Fleet Management Manual* www.doas.ga.gov/fleet-management
- *USG Human Resources Administrative Practice Manual: Employment/Motor Vehicle Use*
http://www.usg.edu/hr/manual/motor_vehicle_use

Definitions

Automotive Resource International (ARI)- Contracted agency that provides the administrative tasks of motor vehicle maintenance operation expenses.

Commuting- Use of an EGSC fleet vehicle by an employee for travel between locations in order to conduct business on behalf of the college.

DOAS- Department of Administrative Services is a state entity that offers centralized state purchasing and associated training and management of the State's fleet, risk management services, redistribution and disposal of State property.

Driver – The operator of a motor vehicle.

Driver's License – A license authorizing the bearer to drive a motor vehicle.

Entity Owned Vehicle- Any state owned vehicle with a title held by East Georgia State College. The collection of vehicles is referred to as the College Fleet.

Employee- Any part time or full time employee, excluding student employees.

Motor Vehicle Record – A report from the agency that issues Driver's Licenses listing accidents and violations that appear on the driver's driving record.

OFM- A Division of DOAS, the Office of Fleet Management is charged with the management of fleet policy within the State and provides assistance to state entities in the management of their fleet.

POV – An employee's personally owned vehicle.

Rental Vehicle – A vehicle in which the use 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.

Report My Driving – Under the guidelines of the auto physical damage (APD) component of the State of GA Risk Management Insurance coverage, all state entities are required to be in full compliance with the Report My Driving program. Participation in this out-sourced, phone-based program includes decals (stickers) for all non-emergency state

vehicles. Each decal contains a toll-free number for call-ins along with a specific, unique number which corresponds to and identifies that particular vehicle.

RMS - Risk Management Services is responsible for providing liability and auto physical damage (APD) insurance coverage for the fleet and establishing policies and procedures for the handling of claims. Additionally, RMS provides safety training and coverage information through its video library, seminars and onsite training.

WEX – Wright Express, the State of Georgia’s fuel card program. The program provides 24-hour card access to fuel state vehicles where Wright Express is accepted. PIN numbers are required for each employee who purchases fuel for a college vehicle.

Applicability of Policies and Procedures

These policies and procedures apply to all EGSC employees who drive college, personal or rental vehicles on college business and to the passenger-type, road worthy vehicles owned by East Georgia State College.

Vehicle Identification

Entity owned vehicles shall display the college logo as well as the unit number as assigned. Each vehicle shall also display a yellow “Report My Driving” bumper sticker on the rear bumper of the vehicle. Exception: EGSC Public Safety vehicles.

Driver Qualifications

Regardless of frequency and location of driving, all East Georgia State College employees who drive on college business shall be subject to annual training. Training is conducted through the Office of Human Resources at the time of hire and through annual on-line training. Employees are also required to annually complete a Driver Acknowledgement Form.

Employees who drive entity owned vehicles and/or personal or rental vehicles for the purpose of conducting college business more than three times in a consecutive six month period will be subject to an annual MVR check, in addition to the annual training and annual completion of the Driver Acknowledgement Form. The office of Human Resources will ensure that these documents are kept in the employee’s file and that they are kept current. It shall be the employee’s responsibility to ensure that their records are current. It is the employee’s responsibility to disclose driver disqualifying events to Human Resources upon hire, annually and after a disqualifying event, as defined herein.

East Georgia State College employees must have a valid license in their possession while operating a vehicle on college 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 an entity owned vehicle or a personal or rented vehicle used for college 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 college business,
3. Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on college business, or
4. Having been convicted of one of the following offenses preceding an assignment to drive on college business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident

- Refusal to take a chemical test for intoxication

Employees shall be required to disclose to the Office of Human Resources if any of the above apply using the Driver Notification Form. A Disqualified Driver may not drive on college business until: (a) his or her Motor Vehicle Record has been reviewed by the Office of Human Resources and (b) the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the college, if applicable..

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 college 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 college business. Prior to making such a determination, the Office of Human Resources 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 should 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 college business until the license is reinstated. Employees who drive on college business are to disclose any license expiration, suspension, or revocation using the Driver Notification Form.

Employees charged with the following offenses are not permitted to drive on college 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 college 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 college business.

If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will be considered a Disqualified Driver and will not be permitted to drive on college business until the circumstances leading to such citations have been reviewed by the college's Office of Human Resources as set forth in this section.

Vehicle Assignments

The Business Office makes every effort to accommodate requests for vehicles on a first come first served basis. Supervisor and/or Budget Manager-approved travel requests must be received in the Business Office prior to a vehicle being assigned. Travel requests must comply as outlined in the College's Travel Policy <http://www.ega.edu/policy/07-travel-policy.pdf>. Occasionally it will be deemed necessary to change the vehicle assignments among drivers.

Confirmations will be sent by email within two (2) business days of receipt of approved travel request. Vehicle key may be picked up in the Business Office on the day of travel (unless travel is before regular business hours or on weekend). Upon return to campus, the key shall be returned to the Business Office or if after normal business hours, deposited in the key drop box located near the Fleet Vehicle designated parking area.

When two or more employees are attending the same meeting or conference, they shall be required to utilize one campus vehicle unless one has another engagement that would prevent logical travel arrangements for all.

If changes to travel are necessary, employees should notify the Business Office at the earliest possible time.

If an employee requests a college vehicle for approved travel and fails to use the vehicle or notify the Business Office of their change in plans within twelve hours before the travel is scheduled to begin, mileage will not be reimbursed for travel via the employee's POV. The exception to this would be an unforeseeable emergency that prevents the travel altogether.

Vehicle Mechanical Problems

Each fleet vehicle is covered under the OFMS's service program, ARI. ARI contact information is located in the mileage log book of each vehicle. Should problems with a vehicle arise while off campus, employees should make contact with the Business Affairs office (478-289-2000) during normal business hours, or EGSC Public Safety (Swainsboro 478-455-0125, Statesboro 478-455-1606), and with ARI. ARI's contacts include a call center, emergency roadside assistance and vehicle maintenance services. They are available 24 hours a day, 7 days a week, and 365 days a year.

Fuel

Only unleaded regular gasoline should be placed in fleet vehicles. Midgrade or premium blends are only to be used when regular is not available or the manufacturer requires the use of high octane fuel in the vehicle. In order to save more than 8%, the State has requested that as much as practical, fuel not be purchased from one of the "big vendors" (BP, Shell, Chevron, etc.), but instead at national retail chains such as Enmark, Murphy, Gate, etc. Gas cards are issued for each vehicle through WEX. Cards are accepted where the "Wright Express" decal is presented on gas pumps. Drivers are required to enter their employee ID (issued by the Business Office) and the current odometer reading of the vehicle and to turn the gas tickets in to the Business Office when their travel is completed.

Accounting for all gas purchases is imperative in the business process of the college. Back up documentation, i.e. gas receipts are required as back up for the fuel bill that is received each month. Therefore, employees who do not turn in their gas tickets repetitively will be subject to the following:

- First Offense – email reminder from Purchasing;
- Second Offense – loss of driving privileges for three months;
- Third Offense – loss of driving privileges for six months;
- Fourth Offense – Permanent loss of driving privileges; employee responsible for payment of the fuel purchase.

Passengers

Passengers must be affiliated with the applicable approved function for which the vehicle is being used; it is considered unauthorized to transport passengers who are not college employees unless on college business.

Insurance

The Auto Program is a self-funded program through the State of Georgia that covers state employees while driving on state business. The program provides liability coverage that pays for injuries and damages caused by state employees and other covered persons while performing their official duties. A State of Georgia insurance card is located in each entity-owned vehicle in the mileage log book. In addition, the use of a POV is covered under the same program for the damage that may be caused to another's vehicle, at the fault of the State's employee, while conducting official college business. Copies of the State's insurance card are available in the Business Office for those employees who utilize their POV while conducting college business. The college employee must be the driver of the POV when the damage occurs.

Complaints/Disciplinary Action

The Office of Human Resources has the responsibility to research all citizen complaints in reference to EGSC fleet vehicles. Each complaint that is received is taken very seriously and will be processed as follows:

- Upon receipt of a complaint (via Report My Driving or some other means), the VP for Business Affairs or designee shall review the complaint to determine the nature of it. A meeting shall be conducted within five (5) business days of the complaint with the violator driver and his/her supervisor. The meeting will inform the driver of the complaint and will be documented via memo to the employee's personnel file;
- Should the complaint call be reported through Report My Driving, the employee will be required to participate in the program's on-line training for the particular driving infraction;
- Employees who receive more than two (2) citizen or Report My Driving complaints within a twelve (12) month period shall become a disqualified driver and shall not be permitted to drive a campus vehicle, or use their personal vehicle while conducting college business.

Accidents

Whenever an accident occurs that involves an entity owned vehicle or a non-Entity owned vehicle being used on official college business, the following actions shall be taken:

- Assist the injured
- Report the accident to the police immediately
- Report the accident to the Office of Human Resources immediately, who will report to the Claims Reporting Hotline. In no event should reporting the accident be delayed beyond 48 hours.
- If the accident involves a non-Entity owned vehicle being used by an EGSC employee in the performance of their duties, the accident should **also** be reported to the vehicle owner's personal auto insurance company or the vehicle rental company.

At the accident scene, the employee should obtain as much of the following information as possible:

Brief narrative description of the accident including date, time and location of the accident (including direction each vehicle was traveling), weather conditions, traffic conditions, diagram and written description, and if possible, photos of all vehicles involved showing any damages, physical surroundings, etc. In addition, employee should try to obtain the police authority(ies) investigating and their accident number, as well as the employee's specific duty being performed at the time of the accident, a description of all other vehicles involved, and the other vehicle's insurance information. A list

of all injured parties, their apparent injury, address and phone numbers, as well as a list of all known witnesses and their address and phone numbers should be obtained.

EGSC employees in an entity owned vehicle or their POV or rented vehicle who become involved in an accident while conducting **personal business** are **not covered** by the State Auto Program and liability will be assumed by the employee.

If the entity owned vehicle must be towed, ARI should be notified for assistance.

Employees are not permitted to and shall not express opinion as to fault or liability, agree to any settlements, or sign any documents other than those required by police authorities, the state's insurance carrier, or applicable laws.

EGSC employees are covered under state workers' compensation for injuries sustained while operating vehicles or as a passenger in a vehicle in the performance of their job duties.

If an employee is found at-fault for the accident disciplinary action may be taken depending on the circumstances.

Prohibitions while Operating a Fleet Vehicle

- Passengers that are not affiliated with the applicable approved function for which the vehicle is being used;
- Use of any tobacco products;
- Operation while under the influence of drugs or alcohol or the transportation of alcoholic beverages or illegal substances;
- Use of handheld devices to call, text, or surf;
- Using the vehicle for personal business of any kind;
- Eating while driving;
- Transporting of pets (except service animals).

Driver Responsibilities

- Beginning and ending mileage, as well as the trip information (destination) and the employee's name should be recorded in the vehicle mileage log located in each vehicle;
- Seatbelts must be worn at all times;
- Vehicles should be left clean. All trash and personal items should be removed;
- Vehicles should be left re-fueled upon return, with gas receipts signed, indicating the vehicle ID on the receipt, and the receipts submitted to Business Affairs in the drop box located in Suite B150 (in Swainsboro) or submitted to the assigned person in Statesboro and Augusta;
- Mechanical problems that are encountered should be reported to Business Affairs or to Public Safety immediately upon return to campus;
- Drivers must ensure that College vehicles are properly secured while off campus;
- Drivers must ensure that safe driving practices are exhibited at all times.

Loss or Damage of Personal or Entity-Owned Property

EGSC is not responsible or liable for loss or damage to any personal or EGSC fleet property or belongings transported or left in a fleet vehicle.

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