Clayton State University  
Campus Vehicle Use Policy

Purpose

Clayton State University maintains a fleet of vehicles for University related operational, educational, athletic and recreational use. The vehicle policy establishes guidelines as to who may use a university owned vehicle and how the vehicle is to be operated.

Policy

University vehicles may only be used for approved University business and activities. The vehicles may only be operated by current CSU employees or volunteers designated by the University while on official business. All approved operators who hold a valid state drivers’ license and who maintain good driving records may be authorized to operate CSU vehicles under this policy.

All CSU employees and approved volunteers who drive (regardless of frequency) on University business, and are covered by an institutional travel authorization, shall be required to complete annual training and sign the Driver Acknowledgement Form prior to operating a vehicle. Human Resources will maintain the training records and Driver Acknowledgement Form approved for each year.

Authority to Use the University Vehicles

It will be necessary for each person, department or student organization desiring to use the vehicles to submit the “Request to Use a Campus Vehicle” online form. This request form will facilitate scheduling, maintenance, etc., and help assure the requesting person, department or organization that the vehicle will be available on the date requested.

The following procedures should be followed when requesting use of a vehicle:

1. Approval by Requestors’ Department Head is required prior to vehicle request.
2. The authorized user must submit the “Request to Use a Campus Vehicle” online form.
3. If requested dates are not available, requestor should follow these steps:
   - complete the open fields and check boxes of the request form
   - select “submit”
   - a “request denial” email will be generated and emailed to you
   - submit the “request denial” email with your travel request documents
4. The user of the vehicle will be required to provide a copy of his/her valid driver’s license at the time of the vehicle pickup.
5. There will be a minimum 100 mile round trip travel requirement.
6. Vehicle request should be completed 48 hours before the requested travel date(s) to ensure vehicle is properly serviced and fueled.
7. Confirmation of the requested date(s) of usage will be emailed to the requestor upon the online request submission.
8. Requestor is responsible for removing their request via the online site, should his/her plans for the vehicle change.
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 Clayton 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 Department of Human Resources 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 Department 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 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 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 CSU business until the circumstances leading to such citations has been reviewed by the Department of 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 Department of Human Resources 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.

Insurance Information

University 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. Also, 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.

Maintenance and Charges

The Facilities Management Department is responsible for the upkeep and maintenance of the vehicles. The vehicles will be inspected and the mileage recorded by the Facilities Management Department prior to check-out. Mileage will be recorded upon return. User departments will be charged a mileage charge of $0.20 per mile. There is a gas credit card located in the glove compartment with instructions for usage.
Fuel

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

Damages

Should damages occur while using any vehicle, immediately contact Facilities Management at 678-466-4240. In the event of an accident, a reporting State Insurance Card and Emergency Vehicle Service card is contained in the vehicle’s glove compartment.

Report my Driving Program

To encourage safe driving practices, Clayton State University participates in the statewide notification program called “Report My Driving”. All drivers using non-emergency state vehicle are subject to this program. All reports will be forwarded to the institution 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.

PLEASE CONTINUE ON NEXT PAGE FOR MOTOR VEHICLE USE PROGRAM DRIVER SAFETY TIPS
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.