

## **GCSU Motor Vehicle Use Policy FAQ's**

### **Who must receive this training?**

All employees who drive their own car, a rental car or a state vehicle while on university business must have this annual training. Note: If you routinely drive a state vehicle, or use a van to attend an event you must also have an MVR Motor Vehicle History Check.

### **Does this policy apply to GCSU volunteers?**

Volunteers are required to follow the policy and procedures if they will be responsible for driving a state of Georgia or for driving their personal vehicle in the course of providing volunteer services to Georgia College

### **Does this policy apply to GCSU students that are NOT employees?**

No. This policy does apply to students that are also employed by Georgia College.

### **What does "routine" mean?**

You are considered a routine driver when you drive a state owned vehicle on a regular basis. If an employee answers "yes" to any of the following questions, then the employee is considered a "routine" driver and is subject to annual training and an MVR check.

1. Do you drive a state vehicle several days a week; one or two or more times a week?
2. Do you drive a state vehicle almost every week?
3. Is this activity reflected in your position description?

### **What does "special purpose" driving mean?**

Special purpose driving is defined as travel covered by an institutional travel authorization; which may include travel for professional development, meeting attendance, workshops, conferences, etc.

### **What does "institutional or university business" mean?**

Institutional or university business ranges from jumping into your car and driving to west campus to pick up a document to driving your personal vehicle to a conference out of state. Any time you are performing an activity related to your position at the university you are performing university business.

### **Does routine or special purpose driving include driving to and from my primary work location?**

No, driving to and from work is not considered university business so is therefore excluded. If however you drive to one of the other GCSU campuses that are not your primary work site, then this would be considered university business.

### **Which university employees are affected by this policy?**

Any university employee who receives a payroll check from the University is affected by this policy including all student and part time casual labor employees.

### **When will I need to verify that I have received this training?**

You will need to verify completion when you fill out the travel authorization form on an annual basis.

**Does GCSU use the ARI program to report accidents?**

Yes. GCSU uses the ARI Program mentioned in the Auto Liability Program Video. The ARI Program is a company which maintains the data management information for all state vehicles. They have information related to auto repair shops and towing services which are recognized within ARI Program. They can be contacted at 1-800-227-2273.

**Where do I get one of those yellow cards they mention that you should have in your personal vehicle?**

Use this link [www.doas.georgia.gov/StateLocal/Risk/DOCS\\_Risk/YellowCard200906.pdf](http://www.doas.georgia.gov/StateLocal/Risk/DOCS_Risk/YellowCard200906.pdf)

or call the GCSU Risk Management Office at 478-445-5851.

**If I receive a traffic citation or a warning citation, how do I report it to my supervisor?**

You will need to complete the MOTOR VEHICLE USE PROGRAM DRIVER NOTIFICATION form and give it to your supervisor. The Program Driver Notification form can be found on the GCSU policy page and/or under the USG's Human Resources Practice Manual MVR policy.

**As a supervisor, how do I report an accident of one of my employees?**

You complete the Supervisors Accident Follow-up Checklist and send it to the Risk Management office on our campus. The Supervisors Checklist can be found on the GCSU policy page and/or under the USG's Human Resources Practice Manual MVR policy.

**Where do I go to find out more information about the Motor Vehicle Use Policy?**

You can find more info regarding the MVR policy on the GCSU policy page and/or under the USG's Human Resources Practice Manual MVR policy. Also information can be found at the Department of Administrative Services (DOAS) webpage

<http://www.doas.georgia.gov/StateLocal/Risk/Pages/RiskInsurance.aspx>

**What reporting steps do I complete if I do have an accident?**

1. Stop immediately and take required precautions to prevent further accidents at the scene and render all reasonable assistance to persons injured at the scene.
2. Ask someone at the scene to call police. If on campus call campus police at 478-445-4400.  
NOTE: All accidents involving a state vehicle require a police report.
3. Contact your immediate supervisor and report the accident.
4. All accidents should be reported to the Toll Free number (1-877-656-7475) listed on the Georgia Liability Insurance Card. (The Georgia Liability Insurance Card should be in the vehicle at all times).
5. Follow the instructions on the back of the Georgia Liability Insurance Card  
[http://www.doas.georgia.gov/StateLocal/Risk/DOCS\\_Risk/YellowCard.pdf](http://www.doas.georgia.gov/StateLocal/Risk/DOCS_Risk/YellowCard.pdf)
6. If the state vehicle is not drivable from the scene of the accident, you should have the vehicle towed to the GCSU Automotive Maintenance Shop. Those departments who have signed up for ARI coverage can contact ARI at 1-800-227-2273 to arrange to have vehicles picked up and taken to an ARI certified repair shop.

7. The following reports must be completed and received in the GCSU Risk Management Office within 24 hours so the report can be processed within the 48 hours requirement.
8. Employees must complete a GCSU [Accident Report Form](#) immediately following the accident and forward it to the immediate supervisor.
9. Immediate supervisors must complete the BOR/DOAS [Supervisors Accident Follow-up Checklist](#)
10. Both reports must be forwarded to GCSU's Risk Management Office. All questions concerning the reporting of motor vehicle accidents should be referred to the GCSU's Risk Management Office.

**Who do I contact at GCSU for more information about the policy, training and other travel related questions.**

- ✓ Human Resources – Training, Compliance and Policy Interpretations 478-445-5598
- ✓ Risk Management Office – Accident Reporting, DOAS coordination 478-445-5851
- ✓ Accounting Office- Travel Authorization Form and Travel Reimbursement 478-445-2961