

## Driver Qualification Requirements and Procedures for Employees of Middle Georgia State University

### **Why this is required:**

This is required because the Department of Administrative Services (DOAS) requires this as part of our Comprehensive Loss Control Program (CLCP) in which participation in this program lowers our Workers Compensation Insurance premiums as well as lowers the deductible for any claims that may occur. Also, because of the fact that MGA has multiple campuses and the likelihood of having to travel to another campus is a very high and we need to ensure that our drivers are safe drivers with valid driver's licenses prior to their necessity to drive.

Therefore it has been determined that all MGA employees are screened, trained and are prepared to operate state vehicles (including golf carts) and personally owned vehicles (POV's) or rented vehicles whenever necessary, while conducting official state business.

***Special vehicles like 15 passenger vans will require additional training.***

### **Procedure for requirement:**

All new employees at orientation and all established employees annually, will be asked to fill out a Drivers Acknowledgement Form found here:

[http://www.mga.edu/risk-management/docs/forms/Driver\\_Acknowledgement\\_Form.pdf](http://www.mga.edu/risk-management/docs/forms/Driver_Acknowledgement_Form.pdf)

This form includes their driver's license information which is needed to run a motor vehicle report (MVR). If your position requires you to drive a 15 passenger van you must check the box on the form requesting 15 passenger van training.

***MGA does not permit anyone to operate a 15 passenger van without first successfully completing the 15 passenger van training assigned by the Office of Risk Management.***

The completed form must be then emailed to the Office of Risk Management at [riskmanagement@mga.edu](mailto:riskmanagement@mga.edu). Once the MVR has been completed and the results are acceptable, then the training will be assigned to the employee.

If the employee has not had any moving violations within the last three years they will only need to watch 2 videos (Auto Liability Coverage & Driving Do's and Don'ts). If the employee has had moving violations within the last 3 years they will be assigned a more comprehensive type training.

All training will come via an email from the Office of Risk Management and will contain instructions, login information and a link to the training. The employee must successfully complete this training in order to be in compliance of our MGA Motor Vehicle Use policy and to be allowed to drive for official institutional business.

### **Disqualified Drivers:**

In the event your MVR is not acceptable (driver record exceeds 10 points) you will not be allowed to drive for institutional business and in some cases may affect your employment which will be determined by your department head and the Office of Human Resources.

### **Notification of License suspension or major driving offense:**

You must notify your immediate supervisor and the office of Risk Management of any driver license suspension or major driving offense, whether it happened while on institutional business or not, to determine whether you're driving privileges for MGA will be suspended or terminated

### **Travel Reimbursement:**

No travel reimbursement (mileage) will be considered for using your personal vehicle without having completed the Driver Training requirement within the last 12 months.