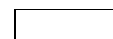


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## Vehicle Operator Policy

*Responsible Office: Public Safety Division*

*Originally Issued: September 1997*

*Revised: April 2005*

### 1.0 Purpose

To establish a policy on the use of GHSU owned, rented or leased vehicles, and the transporting of employees and students, and to establish minimum requirements for authorized operators of GHSU vehicles.

### 2.0 Policy

Only GHSU employees (including faculty and staff) and approved contract personnel who hold a valid state drivers license, and who maintain a good driving record, are authorized to operate GHSU vehicles. The term "GHSU vehicle" shall include all vehicles owned, leased or rented by GHSU. Unless also employed by GHSU, students and volunteers may not operate GHSU vehicles.

GHSU vehicles will be used for official GHSU business only. Operators will operate GHSU vehicles in accordance with all applicable traffic laws and in a safe manner. An employee may not operate a GHSU vehicle until the operator's driving record has been checked and evaluated.

### 3.0 Procedure

#### 3.1 Public Safety Division Responsibility

3.1.1 At the request of the employee's department head, Public Safety will conduct a check and validate that the person being considered to operate GHSU vehicles is the holder of a current drivers license. If the employee is not the holder of a valid driver's license, he or she will not be authorized to operate any GHSU vehicles, to include utility carts and scooters.

3.1.2 If the employee is cited for any moving violation, either on or off duty, to include a DUI citation, that employee must report the information to his or her supervisor, who will in turn, report the information to Public Safety. After a review of the citation by the Chief of Police, in coordination with the GHSU Legal Office, a determination will be made regarding the employee's continued authorization to operate GHSU vehicles.

#### 3.2 Department Head Responsibility

3.2.1 It is the responsibility of each department head to manage the vehicles assigned to them, including rented or leased vehicles under their control. The department heads will request a drivers license check for all new hires, and any current employees not already checked, prior to allowing them to operate a vehicle.

3.2.2 All operators of GHSU vehicles are obligated to report all traffic violations, either on or off duty, to the department head or to the employee's supervisor. See paragraph 4.3. The department head/supervisor will report this information to Public Safety. If a vehicle operator reports a citation for Driving Under the Influence of drugs or alcohol, the department head/supervisor will immediately suspend the operators GHSU driving privileges and report the matter to Public Safety.

3.2.3 When Public Safety notifies a department head or supervisor that a vehicle operator has accumulated six or more violation points on their driver's license, the vehicle operator will be suspended from driving any GHSU vehicle. The department head or supervisor will contact the Chief of Public Safety Administration for assistance in determining the status of the operator's driving privileges.

### 4.0 Responsibility of All Personnel

4.1. All GHSU employees, faculty, and staff who operate GHSU vehicles are required to operate vehicles in a safe and lawful manner in accordance with the Georgia, or other applicable, Traffic Code.

4.2. All GHSU employees, faculty, or staff who operate GHSU vehicles will submit to a driver's license check prior to operating a GHSU vehicle.

4.3 All GHSU employees who operate GHSU vehicles are required to report any traffic violations, whether on or off duty, in a GHSU vehicle or private vehicle. The operator must report these traffic violations to their department head or supervisor, who, in turn will report the information to Public Safety. See paragraph 3.2.2. Failure by vehicle operators to report traffic violations will be considered a violation of GHSU work rules and could be grounds for disciplinary action.

4.4 All vehicle operators are required to report any accident involving a GHSU owned, leased or rented vehicle to Public Safety. The operator is also required to complete the Public Safety accident reporting forms contained in every GHSU owned vehicle.

4.5 Faculty, staff and students, who transport GHSU employees or students in their private vehicles on official GHSU business, are expected to have a valid driver's license, and operate the vehicle safely and in compliance with applicable traffic laws.

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