

4.7.2p OFTC Driver Qualification Procedure

To promote a safe work environment and potentially reduce the number of on-the-job motor vehicle accidents and traffic citations, Oconee Fall Line Technical College [OFTC] has established initial and continuing driving qualification standards for all employees of the college who operate state owned, rented or personal vehicles on state business. These standards closely follow the Georgia Fleet Management Manual and TCSG Policy 4.7.2p.

Driver Qualification Standards – Applicants/Candidates for Employment

As referenced in the State Board of Technical College System policy governing Background Investigations (TCSG Policy 4.1.9), the driving history records of all applicants for employment, including employees of other state agencies and the University System of Georgia, or individuals who were previously employed in any capacity with any work unit or technical college associated with the Technical College System of Georgia (TCSG), are subject to review.

Recommended candidates for any full- or part-time position who may be required to drive a state, rental, or personal vehicle on State of Georgia business shall, as a condition of employment, have their driving history records reviewed to ensure consistency with the driving standards referenced in TCSG Procedure 4.7.2p. Paragraph VI.a. Candidates selected for employment are given the TCSG Driver's History Consent Form, along with a Background Release Check form and any other pre-screening documents that may be required as a condition of employment. These forms are completed by the applicant/candidate, returned to Human Resources, processed, and results reviewed prior to a final offer of employment being made.

Driver Qualification Standards – Current Employees

When the Driver Qualification Procedure is formally adopted, Oconee Fall Line Technical College employees whose job may require the operation of a vehicle on state business will, as a condition of continued employment, have completed the Driver's History Consent Form and permitted the College to request a Georgia Motor Vehicle Report (MVR) through the Georgia Department of Driver Services or a comparable report through the agency/department responsible for these services/activities in the employee's state of residence.

A MVR will be requested on all frequent and infrequent drivers at least yearly or in response to information provided in a submitted Driver Acknowledgment Form or Driver Notification Form. An employee who operates a vehicle on state business on a weekly or more frequent basis must complete a Driver Acknowledgment Form every six (6) months. OFTC employees who drive state vehicles, rent vehicles or use personal vehicles for state business will be maintained on a master list which will be located on the of the OFTC SharePoint Home page along with the Vehicle Calendars. Prior to checking out vehicles to employees, appropriate staff will verify that a current Driver Acknowledgment Form is on file for the employee. For Maintenance and other college staff who have vehicles assigned to their respective areas, HR will review the master list monthly to ensure current documentation is on file and will request updated forms/MVRs if necessary.

Any employee whose initial MVR reflects activity/content consistent with that outlined in TCSG Procedure 4.7.2p Paragraph VI.C.ix (Driver Disqualification) will be subject to the same penalties/loss of driving privileges as would any individual employed after the Procedure's effective date.

If an employee does not initially meet established safety standards due either to the accumulation of violation points, the number of "at fault" traffic accident(s), and/or one or more conviction(s) or pending charge(s) for referenced offense(s), the employee will not be permitted to drive on state business until he/she completes a driver safety video, successfully completes a Defensive Driving Course, or, as applicable, successfully completes a DUI Alcohol or Drug Use Risk Reduction Course.

The cost of the Course will be the responsibility of the employee and must be completed within sixty (60) days after providing notification to his/her immediate supervisor or upon notification of the results of the MVR.

If it is determined that an employee does not currently possess a valid driver's license, the employee will not be permitted to continue driving on state business and other appropriate action may be initiated consistent with applicable State Board of Technical and Adult Education policy.

On-the-Job Citations

An employee who receives a traffic citation, ticket, or warning for any offense while operating a vehicle on state business must notify his/her immediate supervisor no later than the next business day using the Driver Notification Form, (Attachment: 4.7.2p.a2.). The employee's Supervisor will consult with HR to determine the additional personnel action is necessary. HR will be responsible for making notations on the Master Driver Qualification List.

In these instances, the employee will not be permitted to drive again on state business until he/she has completed a driver safety video and may, depending upon disposition, be required to successfully complete a Defensive Driving Course or a DUI Alcohol or Drug Use Risk Reduction Course. A decision to require the completion of either Course within the stipulated time period will be made consistent with the provisions of Paragraph VI. D.

If the citation or ticket is for a charge referenced in Paragraph VI. 4., the employee will be prohibited from driving on state business until formal disposition of the charge(s), to include other administrative requirements referenced in the Procedure 8iv.

Any fine associated with a citation or ticket issued while traveling on state business will be paid by the employee/driver.

On-the Job Accidents

An employee involved in a motor vehicle accident while driving on state business should obtain the following information at the scene of the accident:

1. The other driver's name, address, and telephone number; and,
2. The name of the responding police department or law enforcement agency.

An employee must report any accident involving bodily injury and/or property damage within twenty-four (24) hours of the occurrence either by calling 1-877-656-7475 involving a personal, rental, or a TCSG System Office or Technical College fleet vehicle.

An employee must notify their immediate supervisor of a motor vehicle accident that occurs while driving on state business using the Driver Notification Form, Attachment: 4.7.2p.a2. Notification must be made upon returning to work or the following business day, whichever is sooner.

Upon receipt, the immediate supervisor should discuss the accident with the affected employee and complete the Supervisor's Accident Follow-Up Checklist Report. The completed document should be forwarded to the Chair of OFTC's Accident Review Panel within two (2) business days following the meeting. The Review Panel Chair will notify HR to if additional personnel action is necessary. HR will be responsible for making notations on the Master Driver Qualification List.

An employee cited for an on-the-job accident will not be permitted to operate a vehicle on state business until he/she has viewed a driver safety video and successfully completes an approved defensive driving course, the cost of which will be the responsibility of the employee. As provided in Paragraph VI. G., the employee may be subject to other actions as recommended by the Accident Review Panel.

Accident Review Panel

Oconee Fall Line Technical College's Accident Review Panel is comprised of the Vice President of Administrative Services (who is the official responsible for Fleet/Risk Management activities) and two (2) other staff members appointed by the President of the college or his/her designee. The VPA will serve as the Chair of OFTC's Accident Review Panel and will notify college leadership of any concerns related to this procedure.

The Panel will be charged with reviewing all on-the-job motor vehicle accidents, reported traffic citations, and complaints registered against an OFTC employee and making recommendation(s) to the OFTC's President for any additional action, as appropriate, consistent with State Board of TCSG policies and procedures.

Document Retention

All documentation shall be retained in the employee's personnel file for the duration of the employment period and thereafter as per GA Records Retention requirements.

Attachments

TCSG Driver's History Consent Form
TCSG Driver Qualification Procedure Driver Acknowledgement
Driver Qualification Procedure Driver Safety Tips
Driver Notification Form
Supervisor's Accident Follow-up Checklist

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Revised: