



APPROVED DRIVERS POLICY AUTOMOBILES & OTHER MOTORIZED VEHICLES

Revised: July 2006

The purpose of this policy is to define the process by which an individual is approved to operate a vehicle in connection with their university responsibilities. Mercer University has numerous faculty and staff whose responsibilities include the necessity of traveling and properly operating automobiles and other motorized vehicles, which include but are not limited to vans, automobiles, trucks, golf carts and all terrain vehicles. All individuals are encouraged to use university-owned vehicles while traveling on university business. If a university-owned vehicle is not available, then the individual should consider renting a vehicle.

In most cases, the university's automobile insurance policy will provide primary insurance coverage for university-owned vehicles and rental vehicles used on university business, unless the damages result from an intentional act or gross misconduct on the part of the individual driving the vehicle. If an individual chooses to use their own personal vehicle to travel on university business then the individual will be eligible for mileage reimbursement at the Internal Revenue Service's maximum rate. One of the components used to develop the mileage reimbursement rate by the IRS is the cost of personal automobile insurance coverage. By using one's own personal vehicle for university business, the individual understands that his/her personal automobile insurance is the primary insurance coverage if any accident should occur.

For the purposes of this policy, there are three categories of drivers: 1) Those that operate golf carts only, 2) those that operate other vehicles such as automobiles and trucks and 3) those that operate 15-Passenger Vans.

Individuals who operate golf carts on the campus must have a valid driver's license. Employees who drive all other university-owned motor vehicles (except passenger vans) must be an "Approved Driver". Those who drive 15-Passenger Vans must be "Approved Drivers" with a valid Georgia Commercial License and have at least 6 years of driving experience.

BECOMING AN APPROVED DRIVER:

For individuals to be considered for the "University Drivers List", they must be at least 21 years of age and must possess a valid driver's license. For individuals who already work with the university and develop the need for approval after employment has been established, the driver application process must be completed prior to the individual being approved to drive a university vehicle. All individuals whose responsibilities include the necessity of operating automobiles should complete the following process:

1. Obtain a Driver Application from the University Benefits Department [or website].
2. Complete the application and take it to Mercer Police along with a copy of your driver's license and an official Georgia Department of Driver Services 7 year MVR (Motor Vehicle Report).

For more information on attaining an acceptable MVR, visit this website:

<http://www.dds.ga.gov/drivers/DLdata.aspx?con=1740840381&ty=dl>

To find a DDS location where you can attain an official MVR, visit

this website: <http://www.dds.ga.gov/locations/>" Mercer Police will forward your

application to Benefits Administration as approved or denied at which time you and your supervisor will be notified of its status.

3. The approved driver will be issued an "Approved Driver" card valid for two years past the issue date. Renewals are subject to the standards described below and are not automatic. An "Approved Driver" must submit to the application process every two years in order to maintain an approved driver status.

The following standards will be used to evaluate information received:

MOVING VIOLATIONS:

No *License Suspensions* in the last 7 years.

No *Driving Under the Influence of Alcohol or drug* convictions in the last 7 years.

No *Reckless or Negligent Driving* convictions in the last 7 years.

No *Racing on Public Highway* convictions in the last 7 years.

No *Felony involving the use of Motor Vehicle* convictions in the last 7 years.

No more than one conviction for a minor moving violation in the last 12 months.

No more than two convictions for minor moving violations in the last 3 years, only one of which may be a speeding conviction.

Note: Convictions for violations such as parking, vehicle registration, and equipment are not included as moving violations. Convictions for not having auto insurance are considered moving violations.

ACCIDENTS:

No more than one accident in the last 5 years in which the individual was a driver and was either a single car accident or the individual was determined to be 50% or more at fault.

FAILURE TO BE APPROVED

If an individual fails to be approved for the University Drivers List, the appropriate Dean or Department Head will consult with the Associate Vice President of Human Resources in making a determination of how this will impact the individual's position with the university. An evaluation will need to be made of the essential functions of the individual's position and whether any modifications or accommodations can be made.

FUTURE VIOLATIONS AND/OR ACCIDENTS.

Once approved for the University Drivers List, should an approved driver incur violations and/or accidents that exceed the above standards [whether for personal driving or for university related driving] they will lose their approved status on the University Drivers List. Their "Approved Driver" card will be revoked. An updated Motor Vehicle Report may be required if an individual is involved in an accident or receives a citation while driving on university business.

DEPARTMENTAL RESPONSIBILITY

It is the responsibility of the Department Head to insure that only approved drivers are allowed to operate university owned motor vehicles. Upon request, Benefits Administration will provide a list for your department (or area of responsibility) indicating the individuals currently approved for the Drivers List. Individuals needing to be added to the list will be required to submit to the application process outlined above. Individuals will be deleted from the list as their Approved Driver card expires.

OBTAINING 15-PASSENGER VAN CLEARANCE:

All persons operating a 15-Passenger Van must possess an approved driver card and a Georgia Commercial License. The requirements for 15-Passenger Van Clearance are as follows:

- 1) You must have an Approved Driver Card
- 2) You must have a Georgia Commercial License
- 3) You must have a minimum of 6 years driving experience.
- 4) You must sign certifying that you have read the "Special Guidelines Pamphlet" for operating Mercer's Passenger vans (You will be issued one with your card and you may also find this on our website)

Requirements for Georgia Commercial Drivers License:

<http://www.dds.ga.gov/Commercial/index.aspx>