

Procedure: 4.7.2p

Driver Qualification

Revised: September 16, 2009

Last Reviewed: May 13, 2025

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I. PURPOSE:

To better promote a safe work environment and potentially reduce the number of on-the-job motor vehicle accidents and traffic citations, the Technical College System of Georgia (TCSG) has established initial and continuing driving qualification standards for all System Office and Technical College drivers. Included is a process for managing on-the-job traffic accidents.

II. RELATED AUTHORITY:

TCSG State Board POLICY: 4.1.9 – Background Investigations
O.C.G.A. § 20-4-11 – Powers of Board
O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

III. APPLICABILITY:

All work units and Technical Colleges are associated with the Technical College System of Georgia, as well as all TCSG employees who drive on State of Georgia business regardless of frequency.

IV. DEFINITIONS:

Applicant: An individual seeking employment with any work unit or Technical College associated with the Technical College System of Georgia. This term also includes employees of other state agencies, or any college/university affiliated with the University System of Georgia and current or former employees of the Technical College System of Georgia or any Technical College.

Business Day: Weekdays when administrative offices are open.

Conviction: The result of a trial or judicial proceeding in which a defendant has been found guilty of an offense, including a plea bargain/agreement and a plea of nolo contendere.

Disposition: The result of a criminal proceeding, including information disclosing that an arresting agency has elected not to refer the matter to a prosecutor or that a prosecutor elected not to commence criminal proceedings and disclosing the nature of the termination in proceedings or information disclosing the reason for such postponement.

Fault: The concept whereby a driver is guilty of error (either by committing improper actions or by omitting proper actions) when the error results in a preventable accident. Determination of “fault” is generally made in a court of law/traffic court when a driver is convicted of a traffic offense.

Felony: A crime generally carries a minimum /sentence of one year or more in a state or federal prison.

Immediate Supervisor: An individual charged with developing performance plans and managing and accessing the performance of employee(s) in those work unit(s) under their span of control.

Misdemeanor: A crime punishable by a fine and/or county jail time for up to one year.

Motor Vehicle Report: Driving history records (e.g., violations, traffic accidents, license suspension, convictions, etc.) maintained on all licensed drivers by the Georgia Department of Driver Services or comparable agency/department in another state.

Nolo Contendere: A plea entered by a defendant (as an alternative to a pleading of guilty or not guilty) in response to being charged with a crime/offense in which they neither admits to nor disputes the charge(s). A conviction arising from a *nolo* plea is subject to any and all penalties, fines, and forfeitures of a conviction from a guilty plea. In addition, it can be considered an aggravating factor in further criminal actions.

Points: A system administered by the Georgia Department of Driver Services or comparable agency/department in another state which attaches a numerical value to a conviction or plea of nolo contendere for a moving violation (e.g., speeding) or other traffic/driving-related offense (e.g., possessing an open container of an alcoholic beverage while driving). NOTE: According to applicable state law, a driver’s license is suspended if records or other evidence reflects that the driver has accumulated the maximum allowable points within a given period, including violations committed in another state. The Georgia Department of Driver Services is authorized to suspend the license of any driver who accumulates fifteen (15) points within twenty-four (24) months. In Georgia, points remain on an individual’s driving history records for two (2) years. Standards in other states may vary in terms of point accumulation relative to these actions and the time such points remain active.

Revocation (Mandatory): In Georgia, a driver’s license will be revoked if the driver is convicted of one of the following offenses:

1. Any third conviction of a mandatory suspendable offense within five (5) years (i.e., a habitual violator). A revocation issued for this purpose will be for five (5) years.
2. Refusal to submit to a re-examination of driving skills or knowledge of driving rules after receiving notice giving reasonable grounds for such a request.
3. If there is sufficient evidence of incompetence or unfitness to drive due to incapacibilities because of disease, mental or physical disability,

or alcohol or drug addiction.

Suspension (Mandatory): In Georgia, a driver's license will be suspended for a conviction (in Georgia or any other state) of the following offenses:

1. Homicide by vehicle.
2. A conviction for driving under the influence of alcohol or drugs.
3. Any felony in the commission of which a motor vehicle is used.
4. Using a motor vehicle in fleeing or attempting to elude a law enforcement officer.
5. Fraudulent or fictitious use of or application for a license.
6. Hit and run or leave the scene of an accident.
7. Racing.
8. Suppose a driver refuses to take a chemical test for intoxication. In such instances, the license will be suspended for twelve (12) months.
9. Operating a motor vehicle with a revoked, canceled, or suspended registration violates O.C.G.A. 40-6-15.
10. Conviction for driving without insurance. In such instances, the suspension is generally sixty (60) to ninety (90) days in length.
11. If convicted of driving while a license is suspended, revoked, or canceled, the license shall be suspended for six (6) months.
12. If a driver fails to appear in court or respond to a citation, their license may be suspended.
13. Conviction for the possession, distribution, manufacture, cultivation, sale, or transfer of a controlled substance or marijuana.

V. ATTACHMENTS:

Attachment: 4.7.2p.a1. Driver Acknowledgment Form Attachment: 4.7.2p.a2. Driver Notification Form Attachment: 4.7.2p.a3. Driver Safety Tips

Attachment: 4.7.2p.a4. Supervisor's Accident Follow-Up-Checklist Attachment: 4.7.2p.a5. Driver's History Consent Form

VI. PROCEDURE:

a. Driver Qualifications Standards– Applicants/Candidates for Employment

- i. As referenced in the State Board of Technical College System policy governing Background Investigations, 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.
- ii. The recommended candidate 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 this Procedure.
- iii. A recommended candidate meets the driving requirements referenced

in Paragraph VI. A. 2. and whose driving history reflects two (2) “at fault” motor vehicle accidents in the three (3) year period immediately preceding their application for employment, which possesses eight (8) or nine (9) violation points on their driving record, or who has been convicted of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI) within six (6) months of their application for employment may be employed provided they:

1. Completes a driver safety video offered by the Department of Administrative Services (DOAS).
2. Completes a defensive driving course offered through a Defensive Driving School certified by the Georgia Department of Driver’s Services (or comparable course in their state of residence) within sixty (60) days of their date of employment. The cost of the Defensive Driving Course will be the responsibility of the applicant/employee. Any newly hired employee who fails to complete the course within the required period shall be dismissed from employment; or, as applicable.
3. Completes a DUI Alcohol or Drug Use Risk Reduction Course through a provider certified by the Georgia Department of Driver Services (or comparable course in their state of residence) within sixty (60) days of their date of employment unless the court of jurisdiction previously mandated completion of the course as part of sentencing. The cost of the Course will be the responsibility of the applicant/employee. Any newly hired employee who fails to complete the course within the required period shall be dismissed.

- iv. Any recommended candidate not possessing a valid driver’s license or whose driving history reflects three (3) or more “at fault” motor vehicle accidents in the three (3) year period immediately preceding their employment application, or ten (10) or more current violation points may not be employed in any position for which driving on a frequent or infrequent basis is a condition of employment.

b. Driver Qualification Standards – Current Employees

- i. When the Motor Vehicle Use Procedure is formally adopted, all current TCSG employees whose jobs may require the operation of a vehicle on state business will, as a condition of continued employment, be required to provide written authorization (i.e., Attachment: 4.7.2p.a5., Driver’s History Consent Form) to permit the System Office or respective Technical College to request a Georgia Motor Vehicle Report (MVR) through the Georgia Department of Driver Services or a similar report through the agency/department responsible for these

services/activities in the employee's state of residence. Any employee who fails to provide authorization will be subject to disciplinary action consistent with applicable State Board of TCSG policy.

- ii. Any employee whose initial MVR reflects activity/content consistent with that outlined in Paragraph VI. D. (Driver Disqualification) will be subject to the same penalties/loss of driving privileges as any individual employed after the Procedure's effective date.
- iii. An employee that does not initially meet established safety standards due 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), will not be permitted to drive on state business until they complete a driver safety video, complete a Defensive Driving Course, or, as applicable, complete a DUI Alcohol or Drug Use Risk Reduction Course.

The cost of the Course will be the employee's responsibility. It must be completed within sixty (60) days after providing notification to their immediate supervisor or upon notification of the results of the MVR.
- iv. 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 TCSG policy.

c. General Provisions

- i. To operate a state, rental, or personal vehicle on state business, an employee must possess a valid driver's license appropriate to the type of vehicle operated.
- ii. 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 (Attachment: 4.7.2p.a1.) or Driver Notification Form (Attachment: 4.7.2p.a2.). In addition, Technical College Presidents may require MVR's to be run more frequently on college drivers.
- iii. An employee who operates a vehicle on state business weekly or more frequently must complete a Driver Acknowledgment Form (Attachment: 4.7.2p.a1.) every six (6) months.
- iv. An employee who operates a vehicle on state business infrequently must complete a Driver Acknowledgment Form before each trip.
- v. The completed Form should be returned to the employee's immediate supervisor or other officials as determined by the Commissioner, Technical College President, or their designee. Only employees who have

initiated every referenced safety standard will be permitted to drive on state business. The employee should retain a copy of the form for their records.

- vi. A newly hired TCSG employee who has recently relocated to Georgia to accept employment in the System Office, or an associated Technical College may operate a vehicle on state business using a valid driver's license from their former State for a period up to thirty (30) days after becoming a Georgia resident. The employee must apply for a Georgia driver's license before the thirty (30) day period elapses and provide their immediate supervisor with proof of such application.
- vii. A TCSG employee who permanently resides in another State may operate a vehicle on state business using a valid driver's license from their State of residence. This provision also pertains to the employed spouse or dependent of active-duty military personnel stationed in Georgia.
- viii. All drivers should review Attachment: 4.7.2p.a3. Drivers Safety Tips, before driving on state business.

ix. **Driver Disqualification**

- i. Following the adoption of this Procedure, an employee will not be permitted to operate a vehicle on state business until they complete a driver safety video, complete a Defensive Driving course, or, as applicable, a DUI Alcohol or Drug Use Risk Reduction Course through a provider certified by the Georgia Department of Driver Services (or comparable course in their state of residence) within sixty (60) days if one of the following events occurs:

1. They have accumulated ten (10) or more violation points on their driving record; or,
2. They have been convicted of Driving Under the Influence (DUI); Driving While Intoxicated (DWI); Leaving the Scene of an Accident, or Refusal to take a Chemical Test for Intoxication within the six (6) month period immediately preceding an assignment to drive on state business.

The cost of the Defensive Driving or DUI Alcohol or Drug Use Risk Reduction Course will be the employee's responsibility, and the Course must be completed no later than sixty (60) days after notifying their supervisor of the event. **NOTE:** if the court of jurisdiction previously mandated completion of a DUI Alcohol or Drug Use Risk Reduction Course as part of sentencing and the employee can show proof of completion, the requirements of Paragraph VI. D. 1. will be satisfied.

- ii. An employee will not be permitted to operate a vehicle on state

business until they has first completed a driver safety video if either of the following event(s) occur:

1. They receive a citation, ticket, or warning while driving on state business; or,
2. They has an "at fault" motor vehicle accident within the six (6) month period immediately preceding an assignment to drive on state business.

In addition, the employee may be required to complete a Defensive Driving course. This determination will be made by the Commissioner or Technical College President (or their designee) in consultation with the employee's immediate supervisor and the official responsible for System Office/Technical College Fleet/Risk management. If mandated, the Defensive Driving Course's cost will be the employee's responsibility and must be completed within sixty (60) days.

- iii. An employee whose driver's license is expired, suspended, or revoked is not permitted to operate a vehicle on state business until their license is reinstated. Any employee who may drive on state business must disclose any license expiration, suspension, or revocation to their immediate supervisor no later than the business day following the formal notification of the license action by the Georgia Department of Driver Services or comparable agency/department in their State of residence.
This information should be provided using a Driver Notification Form, Attachment: 4.7.2p.a2.
- iv. Suppose, at any time, an employee is charged with/receives a citation for one of the following offenses. In that case, they will not be permitted to operate a vehicle on state business until formal disposition of the charge(s):
 1. Driving Under the Influence (DUI).
 2. Driving While Intoxicated (DWI).
 3. Leaving the scene of an accident.
 4. Refusal to take a chemical test for intoxication.
 5. Aggressive Driving (only if a conviction results in ten (10) or more violation points accumulated on their driving record).
 6. Exceeding the Speed Limit by more than nineteen (19) mph (only if a conviction would result in ten (10) or more violation points accumulated on their driving record).
- v. An employee who operates a vehicle either frequently or infrequently on state business is charged with an offense referenced in Paragraph VI.

4. must disclose this information to their immediate supervisor no later than the business day following the citation/charge using the Driver Notification Form (Attachment: 4.7.2p.a2.).

- vi. An employee who meets all Driver Qualifications following disposition of the charge(s) outlined in Paragraph VI. D. 4. and other administrative requirements referenced in this Procedure is permitted to resume driving on state business.
- vii. The Commissioner or Technical College President may, in addition to any of the sanctions referenced in Paragraph VI. D. propose disciplinary action consistent with applicable State Board of TCSG policy.

e. On-the-Job Citations

- i. An employee who receives a traffic citation, ticket, or warning for any offense while operating a vehicle on state business must notify their immediate supervisor no later than the next business day using the Driver Notification Form (Attachment: 4.7.2p.a2.).
- ii. In these instances, the employee will not be permitted to drive again on state business until they have completed a driver safety video and may, depending upon disposition, be required to 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 period will be made consistent with the provisions of Paragraph VI. D.
- iii. 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.
- iv. Any fine associated with a citation or ticket issued while traveling on state business will be paid by the employee/driver.

f. On-the-Job Accidents

- i. 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.
- ii. An employee must report any accident involving bodily injury and/or property damage within twenty-four (24) hours of the occurrence by

calling 1-877-656-7475. This involves personal, rental, or a TCSG System Office or Technical College fleet vehicle.

- iii. Employees must notify their immediate supervisor of a motor vehicle accident 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.
- iv. 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 the System Office/Technical College Accident Review Panel within two (2) business days following the meeting.
- v. An employee cited for an on-the-job accident will not be permitted to operate a vehicle on state business until they have viewed a driver safety video and completes an approved defensive driving course, the cost of which will be the employee's responsibility. As provided in Paragraph VI. G. The employee may be subject to other actions as the Accident Review Panel recommends.

g. Accident Review Panel

- i. The System Office and each Technical College will establish an Accident Review Panel comprised of at least three (3) members and chaired by the System Office/Technical College official responsible for Fleet/Risk Management activities. The remaining Panel members will be selected by Commissioner, Technical College President, or their designee.
- ii. The Panel will be charged with reviewing all on-the-job motor vehicle accidents, reported traffic citations, and complaints registered against a System Office or Technical College employee and making a recommendation(s) to the Commissioner or Technical College President for any additional action, as appropriate, consistent with State Board of TCSG policies and procedures.

VII. RECORD RETENTION:

All documents and forms associated with the Motor Vehicle Use Program will be retained throughout a driver's employment and for an additional three years after their employment ends.



TECHNICAL COLLEGE SYSTEM OF GEORGIA DRIVER QUALIFICATION PROCEDURE DRIVER ACKNOWLEDGMENT

Before operating a vehicle for state business for the State of Georgia, employees must use this form to certify that they are qualified to operate the vehicle safely. Employees who infrequently operate a vehicle for state business will be required to certify before each trip. Employees who operate a vehicle for state business will be required to complete a new form every six (6) months.

By signing this form, I certify that I am qualified to operate a vehicle on state business safely. In addition, I specifically certify the following (please initial on each line):

- _____ I have a valid driver's license for operating a vehicle – a photocopy of which is attached.
- _____ I do not currently have ten or more violation points on my driver history records.
- _____ I agree to use vision correction measures while operating a vehicle if required by my driver's license.
- _____ I do not currently have a health condition, nor am I taking any medication or other substance that may impact my ability to operate a motor vehicle safely.
- _____ I agree to report any traffic citation, ticket, or warning I receive while operating a vehicle on state business.
- _____ I have not had an "at fault" motor vehicle accident in the past six (6) months.
- _____ I do not have a pending charge(s) or a conviction within the past six (6) months for any of the following offenses: Driving Under the Influence (DUI), Driving While Intoxicated (DWI), Leaving the Scene of an Accident, Refusal to take a Chemical Test for Intoxication, Aggressive Driving*, Exceeding the Speed Limit by more than 19 MPH*. Additionally, I agree to notify my immediate supervisor no later than the next business day using the Driver Notification Form if I am charged with one or more of the above-referenced offense(s).
- _____ I agree to notify my immediate supervisor of any changes involving the above-initialed items before I operate a vehicle on state business.
- _____ I agree to notify my immediate supervisor using the Driver Notification Form if my license expires, is suspended, or is revoked by no later than the business day following notification of the license action.

_____ Printed Name	_____ Signature	_____ Date
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*Only if a conviction would result in 10 or more violation points accumulated on the driver's history.



DRIVER QUALIFICATION PROCEDURE DRIVER NOTIFICATION

Employees are to use this form to notify their immediate supervisor of activities that may affect their eligibility to operate a motor vehicle for state business.

EMPLOYEE INFORMATION			
Employee Name:	Employee ID:		
Work Unit:	Frequency of driving on state business: ☐ Weekly or more often ☐ Infrequently		
REPORTED ACTIVITY (select all that apply)			
☐ <i>I received a traffic citation while driving on state business</i>			
Date received			
For what charge?			
☐ <i>I was involved in an on-the-job accident while driving on state business</i>			
Date of accident			
Any injuries?	☐ Yes ☐ No	Property damage?	☐ Yes ☐ No
☐ <i>My driver's license has been (select one)</i>			
☐ Suspended ☐ Revoked ☐ Expired		Date of action:	
☐ <i>I was charged with the following (select all that apply)</i>		Date of Charge	
☐ Driving under the influence			
☐ Driving while intoxicated			
☐ Leaving the scene of an accident			
☐ Refusal to take a chemical test for intoxication			
☐ Aggressive driving*			
☐ Exceeding the speed limit by more than 19 mph*			
* Only if a conviction will result in 10 or more points accumulated on the driving record.			

I understand that this notification may affect my eligibility to drive on state business. I may be required to view a driver video, complete a defensive driving course, and be subject to other appropriate actions.

Signature

Date



DRIVER QUALIFICATION PROCEDURE DRIVER SAFETY TIPS

- ✓ **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
- ✓ **Driver's License** – Employees who drive state, rental, or privately owned vehicles on state business must possess and carry a valid Operator's or CDL license and present it upon request to any authorized person.
- ✓ **Insurance** – Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility when the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested that all employees driving on state business have a copy of the state's insurance card to present to the law enforcement officer in case of an accident.
- ✓ **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in the State of Georgia must wear a properly adjusted and fastened seat belt.
- ✓ **Cargo** – Drivers hauling any cargo should ensure the cargo is adequately secured and the height of the cargo is such that it shall safely pass under obstructions such as under/overpasses along the intended route before placing the vehicle in motion.
- ✓ **Electronic Devices** – The driver strongly discourages using, operating, and manipulating electronic devices such as cellular phones, Blackberries, or PDAs while the vehicle is in motion. Even with "hands-free" equipment, conversing on the phone takes attention away from driving, making it less likely that the driver will notice hazardous situations. In addition, employees are neither required nor expected to use electronic devices for work-related reasons while driving.
- ✓ **Reversing** – Whenever possible, park the vehicle where backing up is not required. Know what is beside and behind the vehicle before beginning to back up. Back up slowly, and check both sides and the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
- ✓ **Intersections** – When approaching and entering intersections, be prepared to avoid crashes other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
- ✓ **Weather Related Hazards** – Rain, snow, fog, sleet, or icy pavement increase driving hazards. Slow down and be especially alert when driving in adverse conditions.
- ✓ **Passing** – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.
- ✓ **Front End Collisions** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions despite abrupt or unexpected stops of the vehicle ahead. Observe the "two-second rule" by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.
- ✓ **Security** – State vehicles should be locked whenever they are unoccupied.
- ✓ **Engines** – The engine of a state vehicle should always be turned off before the driver exits the vehicle.



DRIVER QUALIFICATION PROCEDURE SUPERVISOR'S ACCIDENT FOLLOW-UP CHECKLIST

Supervisors are to complete this checklist and forward it to the designated System office/Technical College Fleet/Risk Management official, who, in turn, will forward all documentation to DOAS Risk Management within two (2) business days after being advised of an on-the-job accident that occurred while driving on state business.

DRIVER INFORMATION	
Name:	Work Unit:
Date of Accident:	Frequency of driving on state business: ■ Weekly or more often ■ Infrequently

CHECKLIST	
■ <i>Meet with the Driver to discuss the details of the accident.</i>	
■ <i>Did the Driver meet the following requirements?</i> ■ Yes ■ No	
Requirement	Date
Obtain all necessary information at the scene.	
Call loss at 1-877-656-7475 within 24 hours.	
Respond to any acknowledgments or requests sent by DOAS RMS	
Obtain the police report, if requested.	
■ <i>Discuss the appropriate corrective action depending on whether the Driver was cited for an accident.</i>	
Recommendation	Date
☐ Defensive driving course at employee's expense.	
☐ View an appropriate driver safety video	
☐ No further action is warranted	
■ <i>Forward to Chair, System Office/Technical College Accident Review Panel for the following determination(s):</i>	
☐ Preventable	
☐ Non-preventable	
☐ Additional recommendation(s) if any	
■ <i>Forward copy to Human Resources for placement in employee's personnel file.</i>	

SUPERVISOR INFORMATION	
Printed Name	Work Unit
Signature	Date



Technical College System of Georgia

Driver's History Consent Form

I hereby authorize the System Office of the Technical College System of Georgia (TCSG) or _____ Technical College to receive a copy of my Georgia driver's history information (i.e., a Motor Vehicle Report) from the Georgia Department of Driver Services or comparable agency/department in my state of residence in conjunction with my employment application or, if employed, for use relative to the performance of my official duties. I understand that my authorization shall remain in effect throughout my employment with the TCSG System Office or any associated Technical College and shall permit System Office/Technical College to obtain this information at any time for any valid business reason or according to an applicable State Board of Technical College System of Georgia policy or procedure.

Print Full Name: _____

Sex Date of Birth Driver's License Number

Signature

Date