PROCEDURE: 4.7.2p.L
WGTC Driver Qualification Standards

Revised: **November 4, 2020**
Adopted: **February 24, 2020**

Purpose
Wiregrass Georgia Technical College (WGTC) complies with TCSG Procedure 4.7.2p related to Driver Qualifications. In addition, the following local procedure is used at WGTC.

Students
Students should not drive any state vehicle. Since student liability insurance does not cover students driving vehicles as part of live work, students should never drive any customer vehicles even if performing live work, including but not limited to the automotive, auto collision, and diesel programs. Only instructors are allowed to move or drive customer vehicles.

Students are not allowed to drive program vehicles. Exceptions to this procedure are: (1) CDL students driving a commercial truck/trailer as part of training; (2) work study students, who are considered employees, if performing official duties of their position; (3) driver's education students driving for training; and (4) paramedicine students driving an ambulance as part of training.

In addition, neither instructors nor staff are allowed to transport students in their own personal vehicle. Instructors and staff should only transport students in state vehicles for school approved events or competitions where all field trip request forms have been submitted and approved.

Overview
This procedure is initiated by Human Resources as a component of the hiring/onboarding process and continued by a coordinated effort between Human Resources and Administrative Services. As part of the hiring process, Human Resources obtains and retains Driver History Consent forms and Driver Acknowledgement Forms for driver qualifications. An employee who fails to provide authorization will be subject to disciplinary action consistent with applicable State Board of TCSG Policy.

In addition, the Executive Director of Administrative Operations will assign training for the employee followed by a driver access code to use with a fuel card. This should be completed prior to driving a state vehicle. The Human Resources staff, Administrative Operations Specialist,

Executive Director of Administrative Operations or Vice President of Administrative Services (VPA) can retrieve codes for employees who do not recall their code.

If a driver is disqualified based on any of these reports, Human Resources staff will notify the employee, along with vehicles@wiregrass.edu, bhivehicles@wiregrass.edu, coffeevehicles@wiregrass.edu, or Operations Assistant at Cook (based on the home campus of the employee), and Executive Director of Administrative Operations. The employee should not request or drive a personal, rented or state vehicle for state business until Human Resources determines they are qualified.

General Provisions

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. Commercial Truck Driving instructors must also meet the standards established by the Federal Motor Carrier Safety Administration (see www.wiregrass.edu/hr and click on FMCSA Educational Information); this type of license is monitored by the Dean of Academic Affairs for the program as it is considered an industry credential.

In addition to a valid driver's license, Administrative Services requires that all drivers of a 12-passenger van or larger or a bus of any size complete special safety training prior to driving these vehicles. Employees should contact the Executive Director for Administrative Operations or VPA for training information.

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. An employee who operates a vehicle on state business infrequently must complete a Driver Acknowledgment Form before each trip. The form is available at http://my.wiregrass.edu under Faculty/Staff – Administrative Services.

All drivers should review Drivers Safety Tips located at http://my.wiregrass.edu under Faculty/Staff – Administrative Services and also in each vehicle log book before driving on state business.

A driver should complete the Driver Notification Form (available at http://my.wiregrass.edu under Faculty/Staff – Administrative Services) by the next business day for any of these:

- Ten or more violation points, DUI, DWI, leaving the scene of an accident or refusal to take a chemical test for intoxication
- Warning, citation, ticket or accident while driving on state business
- An "at fault" motor vehicle accident within the six (6) month period immediately preceding an assignment to drive on state business
- Expired, suspended or revoked license

An employee's ability to drive on state business can be affected by these incidents and they should not drive until advised by the Executive Director for Administrative Operations or Human Resources that they may resume driving. Upon receipt of a Driver Notification Form, the Executive Director of Administrative Operations will provide a copy to Human Resources for retention. If a driver is disqualified based on this information, the Executive Director of Administrative

Operations will advise Human Resources, vehicles@wiregrass.edu, bhivehicles@wiregrass.edu, coffeevehicles@wiregrass.edu, or Operations Assistant at Cook Campus (based on the home campus for the employee).

Vehicle Accidents

Drivers must report accidents to the supervisor and Executive Director of Administrative Operations using the Driver Notification Form (available at http://my.wiregrass.edu under Faculty/Staff - Administrative Services) upon return to campus but no later than the next business day.

The driver must also call 1-877-656-7475 within 24 hours of the accident to initiate a claim.

The driver must also complete a WGTC internal incident report ASAP upon return to campus or by the next business day, whichever is sooner. The form is available on the Human Resources link on the employee intranet (http://my.wiregrass.edu).

Supervisors should discuss the accident with the affected employee and complete the Supervisor's Accident Follow-Up Checklist Report (available at http://my.wiregrass.edu under Faculty/Staff - Administrative Services). The completed document should be forwarded to the Executive Director of Administrative Operations for review by the Accident/Driver Safety Review Panel within two (2) business days following the meeting.

Training

Each employee will complete staff development in July and January on safe driving, driver qualifications/procedures, fuel cards, reservations, and Driver Alert program. A new Driver Acknowledgement Form will be required at this time and will be automatically available to the Executive Director of Administrative Operations and Human Resources upon completion. Access to the training will be announced by email.

Record Retention

All documents and forms associated with driving on state business will be retained by Human Resources throughout a driver's employment and for an additional three years after his/her employment ends.

Responsibility

The Executive Director of Administrative Operations has the overall responsibility of ensuring this procedure is implemented.

References

TCSG Procedure 4.7.2p. Driver Qualification