

Office of Human Resources

***115 Motor Vehicle Reporting and
Responsibilities***

2026-08-22

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Georgia Department of Human Services
Human Resources Policy #115

Motor Vehicle Reporting and Responsibilities

Release Date: March 1, 2019

Revised Date: June 24, 2026

References: Department of Administrative Services (DOAS) Risk Management
Comprehensive Loss Control Program (CLCP)

Georgia Department of Human Services (DHS) has established a Motor Vehicle Reporting and Responsibilities Policy to promote a safe work environment and reduce the number of motor vehicle accidents and traffic violations committed by DHS employees on and off the job. Regardless of position, all employees are required to disclose their current driving status upon hire and any changes throughout the year.

Section A: ONBOARDING

Employees who meet the following qualifications prior to their use or request for use of a State of Georgia vehicle, a vehicle rented or leased or their personal vehicle to conduct DHS business shall be considered a “Qualified Driver”:

1. Has a valid state-issued driver’s license, valid vehicle registration and proof of current auto insurance coverage (if an active driver) in their possession while operating a vehicle for state business purposes on behalf of DHS and,
2. Completes DHS Policy #115 A1: Motor Vehicle Reporting and Responsibilities Driver Acknowledgement Form.
 - a. Upon hire, the designated Human Resources Representative must provide the form to the employee for completion. After hire, the employee should confer with their designated Human Resources Representative regarding whether a change in their circumstances (i.e., receipt of citation, suspension of license, non-renewal of license) requires completion of a new form.
 - b. Once received, the designated Human Resources Representative should review the form with the employee to determine any previously known or disclosed violations are noted on the form. The employee should follow up with the designated Human Resources Representative within **one (1) calendar day** of receiving the form to determine appropriate next steps, if applicable.
 - I. The designated Human Resources Representative and employee should refer to **Section B: Driver Reporting** for additional information regarding receipt and disclosure of citations.

Section B: DRIVER REPORTING

1. All DHS employees are required to disclose receipt of all citations.
2. Employees must accurately report whether they possess a valid driver's license and their current driving eligibility status. Employees who do not hold a valid driver's license must provide the reason for their status (i.e., never licensed, license expired, suspended, revoked, or other applicable circumstances), regardless of whether driving is required for their role.
3. All DHS employees must complete DHS Policies #115: MVR and/or #504: Self-Reporting form via the Self-Reporting Portal no later than **five (5) calendar days** following receipt of any citations, and/or issuance of any motor vehicle charges.
 - a. The employee must submit a completed copy of DHS Policy #115 A2: Motor Vehicle Reporting and Responsibilities Driver Notification Form and any case-related documents (e.g., citation, hearing notice, disposition documents) via the Self-Reporting Portal for OHR's review.

NOTE

DHS employees must report all motor vehicle accidents, including those not reported to law enforcement, by submitting a completed copy of DHS Policy #115 A2: Motor Vehicle Reporting and Responsibilities Driver Notification Form and any case-related documents (e.g., citation, hearing notice, disposition documents) via the Self-Reporting Portal for OHR's review.

- b. The designated Human Resources Representative will coordinate with the Compliance Management Unit to determine appropriate next steps.
4. All DHS employees must submit DHS Policies #115: MVR and/or #504: Self-Reporting form within **one (1) calendar day** following the expiration, suspension, revocation or surrender of their license. If the employee receives a citation while on approved annual leave or sick leave, it is the employee's responsibility to report the citation the day they return to work.
 - a. The employee must complete the form as required and attach it along with a completed copy of DHS Policy #115 A2: Motor Vehicle Reporting and Responsibilities Driver Notification Form and any case-related documents (e.g., citation, hearing notice, disposition documents etc.) as applicable to DHS Policies #115: MVR and/or #504: Self-Reporting form for OHR's review.
 - b. Once received, the designated Human Resources Representative should review DHS Policies #115: MVR and/or #504: Self-Reporting form for completeness and then coordinate with the supervisor to determine whether the employee previously disclosed the violation. The designated Human Resources Representative should follow up with the supervisor within **one (1) calendar day** of receiving the form.
 - c. If driving is an essential function of the role, and the employee's license remains expired, suspended, revoked or surrendered at the time of the disclosure, the employee should immediately be removed from performing all driving duties until the Compliance Unit has issued a determination regarding appropriate next steps.
 - d. In the event that the employee is unavailable due to an arrest or incarceration, the employee's emergency contact must notify the employee's supervisor no later than **five (5) calendar days** following the event that prevents the employee from reporting the violation.

- e. Once notified, the employee's supervisor should immediately notify, in writing, the designated Human Resources Representative of the employee's circumstance.
- f. The designated Human Resources Representative will then send written correspondence to the employee's email address(es) on record regarding next steps for reporting the violation.

NOTE

It is the employee's responsibility to ensure the department has the most current personal email address on record at all times.

- g. The DHS employee must provide case-related documents (e.g., citation, hearing notice, disposition documents) to the agency for review. The deadline for submission of case-related documents via the Self-Reporting form is no later than **five (5) calendar days** from the date of the written correspondence received by the designated Human Resources Representative. If the employee receives a citation while on approved annual leave or sick leave, it is the employee's responsibility to report the citation the day they return to work.
- h. All employees are held to the same reporting standards to ensure compliance with safety and liability requirements. Failure to provide accurate information or documentation by the deadline noted may result in disciplinary action, up to and including dismissal from employment.

Section C: DRIVER INFRACTIONS

- 1. Any employee who has one of the following occurrences prior to their use or request for use of a State of Georgia vehicle, their personal vehicle or a vehicle rented or leased for state business purposes shall be considered a "Disqualified Driver":
 - a. Employee does not possess a valid state issued driver's license;
 - b. Driver's license is expired, suspended, revoked or surrendered;
 - c. Expired vehicle registration;
 - d. Loss of current auto insurance coverage; or
 - e. Has been charged with or convicted of one of the following offenses:
 - I. Driving Under the Influence (DUI);
 - II. Refusal to take a Chemical Test for Intoxication;
 - III. Leaving the Scene of an Accident/Hit and Run;
 - IV. Aggressive Driving (only if a conviction would result in ten (10) or more points accumulated on the employee's driving record);
 - V. Exceeding Speed Limit by more than nineteen (19) MPH (only if a conviction would result in ten (10) or more points accumulated on the employee's driving record); or
 - VI. Accumulating ten (10) points or more on his or her driving record.

NOTE

Employees arrested and/or charged, after date of hire, with DUI or any motor vehicle violations involving the implied and or actual use, pur-

chase, possession, solicitation, or manufacturing of any illegal substances while operating any vehicle (i.e., personal, state-owned, etc.) shall be automatically subject to a reasonable suspicion drug test.

Section D: DRIVER DISQUALIFICATION

1. Employees whose essential job function includes driving and have been charged with and/or convicted of any of these offenses shall not be permitted to drive on behalf of DHS until there has been a final disposition and/or review of the charges by the Compliance Management Unit. A re-check of the employee's Motor Vehicle Record (MVR) will be completed to confirm that ten (10) points have not been reached and/or suspension has not been placed on the driving record. If either has taken place, further disciplinary action shall be taken.
2. Employees whose essential job function does not include driving will be handled on a case-by-case basis when any of the above offenses apply.
3. A Disqualified Driver may not drive on behalf of DHS until each of the following occurs:
 - a. The Disqualified Driver's MVR has been reviewed by the Compliance Management Unit;
 - b. The Disqualified Driver has been provided with corrective, preventative and/or educational measures by the Compliance Management Unit; and,
 - c. The Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by DHS, if applicable.
4. Prior to determining whether a Disqualified Driver is eligible to continue driving a vehicle on behalf of DHS, the Compliance Management Unit shall consult with the employee's supervisor to discuss the factors supporting the employee's continued eligibility to drive and the impact the determination may have on the employee's employment status.
5. Employees who meet all driver qualifications following disposition of any charges are permitted to resume driving on behalf of DHS.
6. Employees who do not meet all driver qualifications following disposition of any charges shall not be permitted to drive on behalf of DHS until the circumstances leading to such actions have been reviewed by the Compliance Management Unit.
 - a. The employee must satisfy all corrective, preventative and/or educational measures specified by DHS.
 - b. The employee may be subject to disciplinary action, up to and including dismissal from employment.
7. The Compliance Management Unit will obtain and review all MVRs to ensure DHS employees are in compliance with this policy.

Section E: DRIVER ASSESSMENT FOR ANNUAL MVR

1. All DHS employees (i.e., full-time, part-time, contract, rehired retirees, interns, etc.) must com-

plete the annual MVR check process.

2. The annual MVR check process consists of annual recertification and review of all DHS employees' MVR records covering a minimum of three (3) to seven (7) years of driving history to verify each employee's eligibility to continue driving on behalf of DHS.
3. The annual MVR check process applies to all DHS employees, regardless if they possess a driver's license, the frequency of their driving to conduct state business, or they are driving personal, state-owned, leased, and/or rental vehicles to conduct state business.
4. Each employee must certify that they have a valid, state-issued driver's license and can safely operate a vehicle while driving on behalf of DHS by completing the electronic Motor Vehicle Reporting and Responsibilities Employee Consent Form received during the annual MVR check process.
5. Employees who include out of state driver's license (not Georgia) information on their annual electronic Motor Vehicle Reporting and Responsibilities Employee Consent Form are required to provide a certified copy of their out of state MVR utilizing the electronic Out of State MVR Submission Form received during the annual MVR check process by the requested deadline. Failure to submit the documents by the requested deadline may result in disciplinary action, up to and including dismissal from employment.
 - a. DHS bears no responsibility for any costs associated with the employee obtaining and providing a copy of their Out of State MVR.
6. The Compliance Management Unit will obtain and review all MVRs to ensure DHS employees are in compliance with this policy.

Section F: MVR FITNESS DETERMINATION

1. A valid, state-issued driver's license is required for employment with DHS if driving is an essential function of the role.
2. Candidates or current employees who have never obtained a valid state-issued driver's license (i.e., license never revoked or suspended) may be eligible for hire, transfer or promotion if the Agency determines that driving is not an essential job function of the position for which they are being considered. Candidates or current employees must review and sign the Notification of Restriction of Driving Privileges acknowledgement upon hire.
3. Each candidate's MVR must be reviewed before they begin employment with DHS. Candidates who do not meet Driver Qualifications, at the time of offer, will be deemed ineligible for hire. All matters pertaining to the candidate's MVR as a prerequisite for hire will be determined on a case-by-case basis.

For additional information or assistance, please contact your designated Human Resources Representative.

115 A1 Driver Acknowledgement

115 A2 Driver Notification

115 A3 Driver Safety Tips



Georgia Department of Human Services Human Resources Policy #115 A3

Driver Safety Tips

Release Date: February 1, 2019

Revised Date: December 2, 2025

Next Review Date: December 1, 2027

1. **Backing** – Whenever possible, park the vehicle where backing is not required. Know what is beside and behind the vehicle before beginning to back. Back slowly and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.
2. **Cargo** – Drivers hauling any type of cargo should ensure that the cargo is properly secured, and that the height of the cargo is such that it shall safely pass under obstruction such as under/over passes along the intended route before placing the vehicle in motion.
3. **Driver's License** – Employees who drive state or privately-owned vehicles on state business must possess and carry a current valid Operator's or CDL license and must present it upon request to any authorized person.
4. **Electronic Devices** – The use, operation and manipulation of electronic devices such as cellular phones, laptops, or tablets, by the driver while the vehicle is in motion is illegal in the State of Georgia. Even with "hands free" equipment, conversing on the phone takes attention away from driving; making it less likely the driver will notice a hazardous situation. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
5. **Engines** – The engine of a State vehicle should always be turned off before the driver exits the vehicle.
6. **Front End Crashes** – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of 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.
7. **Intersections** – When approaching and entering an intersection be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of driving skills or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.
8. **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
9. **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.

10. **Seat Belts** – Each driver and front seat passenger in any motor vehicle operated on a street or highway in this state is required by law to wear a properly adjusted and fastened seat belt.
11. **Security** – A State vehicle should be locked whenever it is unoccupied.
12. **Weather Related Hazards** – Rain, snow, fog, sleet or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.