

Office of Human Resources

115 Motor Vehicle Use

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Georgia Department of Human Services
Human Resources Policy #115

Motor Vehicle Use

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Comprehensive Loss Control Program (CLCP)

Georgia Department of Human Services (DHS) has established a Motor Vehicle Use Policy to promote a safe work environment and reduce the number of motor vehicle accidents and traffic violations committed by all DHS employees on and off the job.

Section A: DRIVER QUALIFICATIONS

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 in their possession while operating a vehicle for state business purposes on behalf of DHS;
2. Completes the Motor Vehicle Use Driver Acknowledgement Form (Attachment #1).
 - a. Employees must complete the form upon hire and a new form when determined reasonable and necessary by the employee’s supervisor.
 - b. Supervisors shall provide the original completed form and any newly completed forms to the Office of Human Resources (OHR) and maintain a copy for their records.

Section B: DRIVER REPORTING

1. All DHS employees are required to disclose receipt of all citations.
2. All DHS employees must submit a Motor Vehicle Use Driver Notification Form (Attachment #2) to their supervisor no later than **five (5) calendar days** following receipt of all citations and/or issuance of any motor vehicle charges. The employee must complete the form as required and forward it along with any case related documents (e.g. citation, hearing notice, disposition documents etc.) to their supervisor for review.
 - a. The supervisor must provide the designated Human Resources Representative with a copy of the completed Motor Vehicle Use Driver Notification Form (Attachment #2) and any case related documents within **five (5) calendar days** of notification from the DHS employee.

- b. The designated Human Resources Representative will coordinate with the Compliance Management Unit to determine appropriate next steps.
- 3. All DHS employees must submit a Motor Vehicle Use Driver Notification Form (Attachment #2) to their supervisor within **one (1) calendar day** following the expiration, suspension, or revocation of their license.
 - a. The supervisor must provide the designated Human Resources Representative with a copy of the Motor Vehicle Use Driver Notification Form (Attachment #2) and any expiration, suspension, or revocation of the employee's license within **one (1) calendar day** of receipt of notification from the DHS employee.

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, or revoked;
 - c. 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;
 - 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).
 - VI. Accumulates ten (10) points or more on his or her driving record;

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 ten (10) points has 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 if any of the above offenses apply.
- 3. A Disqualified Driver may not drive on behalf of DHS until:
 - 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.

Section E: DRIVER ASSESSMENT FOR ANNUAL MVR

1. All DHS employees must complete the annual MVR check process.
2. The annual MVR check process consists of annual recertification and review of all DHS employees MVR record covering a minimum of three (3) years 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 of if they have a driver's license, the frequency of their driving to conduct state business, and without regard to whether 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 Use 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 Use 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.
 - 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. Candidates or current employees who do not possess 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.
2. 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

1. **Observe Speed Limits and Traffic Laws** – Allow sufficient time to reach your destination without violating speed limits or traffic laws.
2. **Driver's License** – Employees who drive state- or privately-owned vehicles on state business must possess and carry on their person a current valid Operator's or CDL license and must present it upon request to any authorized person.
3. **Insurance** – Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times that 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 available to present to the police in the event of an accident.
4. **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.
5. **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.

6. **Electronic Devices** – the use, operation and manipulation of electronic devices such as cellular phones, blackberries, or PDAs, 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 hazardous situation. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.
7. **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.
8. **Intersections** - When approaching and entering intersection be prepared to avoid crashes that other drivers may cause. Take precautions to allow for the lack of skills or improper driving habits of other drivers. Potentially dangerous acts including speeding, improper turn movements, and failure to yield the right of way.
9. **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.
10. **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.
11. **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.
12. **Security** - State vehicle should be locked whenever they are unoccupied.
13. **Engines** - The engine of a State vehicle should always be turned off before the driver exits the vehicle.