



Columbus Technical College

Motor Vehicle Use Procedure

Use of Vehicles

Columbus Technical College (CTC) employees may have work assignments that involve driving a vehicle to accomplish institutional business. In an effort to promote a safe work environment and reduce the number of motor vehicle accidents that occur on the job, CTC has established this Motor Vehicle Use Procedure, which sets driving qualification standards for CTC drivers and requires training and other appropriate action for employees who fall outside those standards.

All vehicles will be delivered clean and fully fueled. If a vehicle is not received as described, please notify Tonia Smith immediately. The vehicles must be returned in the same condition as they were delivered/checked out. If not, Fleet management will contact the employee's immediate supervisor to resolve the issue. If this becomes a recurring issue, the privilege of using a state vehicle may be suspended.

Employees may choose to use their personal motor vehicles for College business and shall be reimbursed in accordance with the State of Georgia Travel Regulations.

Definitions

These definitions apply to these terms as they are used in this procedure:

State of Georgia Vehicle: A vehicle purchased through state funds or rented or leased using state funds. For the purposes of this procedure, a State of Georgia vehicle also includes institution-owned or controlled vehicles.

Motor Vehicle Record: A report from the agency that issues driver's licenses, listing accidents and violations that appear on the driver's driving record.

Driver's License: A license authorizing the bearer to drive a motor vehicle.

Rental Vehicle: A vehicle in which the use of the vehicle involves an agreement where a payment is made for the temporary use of the vehicle, which is owned by another person or company. The owner of the vehicle may be referred to as the lessor, and the

party paying to use the property as the lessee or renter.

DOAS: The Department of Administrative Services is a state agency that offers centralized state purchasing and associated training, management of the State's fleet, risk management services, and the redistribution and disposal of State personal property.

Driver: The operator of a motor vehicle.

Related Documents/Resources

- Background Check Form
- Georgia Liability Insurance Card
- Driver Acknowledgement Form
- Current Driver's License
- WEX Fuel Card Training
- Vendor Registration Form

Procedure Overview

It is expected that all employees of CTC who wish to use state-owned or controlled vehicles, rental vehicles for CTC business purposes, or personal vehicles used in the accomplishment of state business should be appropriately licensed and meet the acceptable driving standards as defined in the procedure.

Process/Procedures

Screening

Employees who drive Institution-owned vehicles will be subject to annual training, annual MVR history check, bi-annual completion of the Driver Acknowledgement form, completion of the fuel card training program, and registration as a vendor with the business office prior to operating State vehicles on Institution business.

Driver Qualifications

CTC employees must have a valid license in their possession while operating a vehicle on Institution business along with the successful completion of the MVR and the Driver Acknowledgement form.

Driver Disqualifications

An employee who has had one of the following occurrences during the 24-month period preceding their use or request for use of a State of Georgia vehicle or a vehicle rented or used for Institution business will be considered a "Disqualified Driver."

1. Accumulating more than 10 points on his or her driving record;
2. Receiving a citation (ticket or warning) while driving on Institution business;
3. Receiving multiple (more than 2) "report my driving" complaints within 6 months or three (3) complaints within 9 months;

4. Having an “at fault” motor vehicle accident within the six (6) months preceding an assignment to drive on Institution business; or
5. Having been convicted of one of the following offenses preceding an assignment to drive on Institution business:
 - Driving Under the Influence (DUI)
 - Driving While Intoxicated
 - Leaving the scene of an accident
 - Refusal to take a chemical test for intoxication

Employees subject to completion of the Driver Acknowledgement Form shall be required to disclose to the institutionally designated officer if any of the above apply. A Disqualified Driver may not drive on Institution business until the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by the Institution.

1. The measures specified may include, but are not limited to, the following: viewing a driver safety video; successfully completing an approved defensive driving course; and/or waiting a specified period of time before being permitted to again drive on institution business.
2. Based on the nature of the events leading to Disqualified Driver status, it may be determined that the Disqualified Driver may never again be permitted to drive a vehicle on institution business. Prior to making such a determination, the institutionally designated officer and the Human Resources Officer must consult the Disqualified Driver’s departmental manager to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver.
3. Among the factors that should be considered in determining whether Disqualified Driver status can be removed and the conditions for doing so may include:
 - the driving conditions under which the relevant events occurred;
 - the extent to which the Disqualified Driver exceeded the maximum speed, level of intoxication, or other limitation imposed pursuant to applicable law;
 - the apparent degree of recklessness or disregard for safety on the part of the Disqualified Driver;
 - whether anyone was injured as a result of the Disqualified Driver’s actions; and;
 - the amount of time that has passed since the events in question.

An employee with an expired, suspended, or revoked driver's license is not permitted to drive on state business until the license is reinstated. Employees who drive on state business are to disclose any license expiration, suspension, or revocation.

Employees who are considered disqualified may not drive on institutional business in any capacity. As such, the employee is not entitled to travel reimbursement of mileage costs from their departmental budget within the institution.

Employees charged with the following offenses are not permitted to drive on college or TCSG business until disposition of the charges:

1. Driving Under the Influence
2. Driving While Intoxicated
3. Leaving the scene of an accident
4. Refusal to take a chemical test for intoxication
5. Aggressive Driving (only if a conviction would result in more than 10 points accumulated on driving record)

6. Exceeding speed limit by more than 19 mph (only if a conviction would result in more than 10 points accumulated on driving record)

Employees who drive on state business are to disclose receipt of the above charges by submitting the Driver Notification Form no later than the workday following the charges.

Employees who meet all **Driver Qualifications** following disposition of the charges are permitted to resume driving on College business.

If an employee does not meet all **Driver Qualifications** following disposition of the charges, the employee will not be permitted to drive on Institution business until the circumstances leading to such citations has been reviewed by the institution's Human Resources department or a designee and the Disqualified Driver has satisfied the corrective, preventative and/or educational measures specified by that institution. The determination of the measures to be required will be made by the Institution's Risk Management Officer and the Institution's Human Resources Officer or a designee, in consultation with the employee's departmental manager, based on the specific citation and circumstances. Information for these items can be retained through DOAS.

Vehicle Maintenance and Utilization

Vehicle maintenance will be managed and accomplished through the use of Automotive Resources International (ARI). All college vehicles are entered into the ARI system and issued service tickets based on the maintenance frequency selected by the college. Service tickets will indicate the mileage requirement for inspections and oil changes. Each Facility Supervisor will assist with monitoring the mileage on vehicles and ensure that a vehicle is taken in to a third-party vendor for service when the mileage criteria is reached. ARI will ensure that each vendor is paid and the information is recorded in the vehicle record on the ARI website. Each campus location will also clean and wash vehicles on a routine basis to ensure adequate safety and appearance standards are met.

Vehicles are currently assigned to each campus and are reassigned as the campus demands increase or the need arises. As funds are available and fleet use demonstrates need, CTC will follow the standard fleet guidance standards for consideration of the replacement of vehicles once repair cost exceed the value of the vehicle, the vehicle is greater than 10 years old, or the mileage exceeds 160,000 miles.

Reference: State Board Policy 3.3.1.

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