



Requirements for Driving University Owned Vehicles

Responsible Official: VP for Campus Services

Administering Division/Department: General Procedures

Effective Date: March 7, 2003

Last Revision: October 1, 2011

Policy Sections:

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PURPOSE

To ensure all Campus Services (CS) employees whose job involves the operation of an Emory-owned or leased vehicle comply with Emory's policies and all applicable laws for the safe operation of motor vehicles. This procedure is intended to supplement Emory University policy and provide detailed information pertinent to CS. It should be read in conjunction with University regulations, policies and procedures.

DETAILS

Emory employees who drive Emory vehicles are required to:

1. Obtain a valid Georgia (or State of residence (US) driver's license for the class of vehicle to be driven on the job within 30 days of employment if for other than a standard Class C license.
2. Maintain a valid Georgia driver's license if only a Class C license is required.
3. Sign a form authorizing a check of their driving record every two years.
4. Successfully complete the **4 hour** Emory Defensive Driving Course every **five** years.
5. Report all traffic citations, criminal charges relating to the operation of motor vehicles, and/or changes in license status to their supervisors within **72** hours.
6. Hiring departments are responsible for maintaining the driving records of their employees.
7. Operate Emory owned or leased vehicles for Emory business or activities only.
8. Report any and all damage to an Emory vehicle to their supervisor, regardless of whether or not a citation is issued.

Denial of Driving Privileges

Driving privileges may be denied or suspended and a decision regarding employment status may be made under the following circumstances:

1. Failure to sign the required form authorizing a check of the employee's driving record.
2. One of the following convictions during the previous three year period:
 - a. reckless driving
 - b. driving while impaired or under the influence of alcohol or drugs
 - c. homicide by vehicle, negligent homicide or involuntary manslaughter
 - d. fleeing or attempting to elude police officers
 - e. driving without a license or while license is suspended or revoked
 - f. hit and run or failure to stop after an accident
3. Three moving convictions during the previous two year period.
4. Two at fault accidents during the previous two year period.
5. Failure to obtain a passing score following a repeat of the Defensive Driving Course.
6. When the department head, in consultation with the Human Resources Division and Risk Management, determines that an employee should no longer operate Emory vehicles.
7. Failure to report an accident involving an Emory owned, leased or rented vehicle to your supervisor **within 24 hours**.
8. Failure to report traffic violations, criminal charges relating to the operation of motor vehicles and changes in license status to your supervisor **within 72 hours**.
9. Operating a University owned or leased vehicle outside the scope of the destination and business related activity.
10. Operating a University owned or leased vehicle under the influence of alcohol or drugs.
11. Notification that an employee's driver's license has expired, has been suspended, or has been revoked.

Remedial Action

Failure to report any and all traffic incidents may result in disciplinary action, up to and including termination.

When the decision is made to suspend/remove an employee's driving responsibilities:

- The employees will have up to **60 calendar days** to resolve the matter.

- During this period, the employee may also apply for vacant non-driving positions via Emory's open recruitment process.
- If the employee is **unable** to resolve the matter within **60 calendar days** and has not secured a non-driving position, he/she may request a personal leave of absence for up to **90 calendar days**. This leave will allow the employee to remain in an inactive employment status with Emory while he/she continues to pursue other job opportunities.
- At the end of 90 days if the employee is **unable to secure a new non-driving position**, he or she will be terminated.

Effective October 1, 2011 **Campus Services** will no longer accommodate employees who have their driving privileges suspended. All employees who are **required** to drive in fulfillment of their job duties will be asked to sign an acknowledgement of their driving responsibilities.

Supervisors are required to:

- Report all employee traffic incidents to CS Human Resources (CS HR) within twenty-four (24) hours of notification by the employee.
- Submit a copy of the citation along with the employee's driver's license and a signed and dated Driving Consent Form to CS-HR.

Other Provisions

- Personal use of Emory vehicles is prohibited at all times.
- Seat belts must be worn by all occupants of the motor vehicle at all times the vehicle is in motion.
- Drivers may not transport more persons than can be safely accommodated by the available seat belt system.
- Vehicles are considered no smoking areas.
- Cell phones, PDA, texting, email, etc., should not be in use while the vehicle is in motion, unless hands-free technology is used.
- Drivers shall be drug and alcohol free. This includes prescription and non-prescription drugs that may impair a driver's judgment or faculties.

RELATED POLICIES

Requirements for Employees using University Owned Vehicles Policy, 4.84
Office of Risk and Insurance Services – Vehicle Policies and Procedures

REVISION HISTORY

April 2, 2010