

MOTOR VEHICLE USE

Section: Facilities

Policy: University Housing follows the UGA policy [Motor Vehicle Use](#). This policy establishes which staff in Housing shall complete appropriate screening based on the nature of the driving requirement associated with the employee’s position.

Purpose: This policy provides a list of various levels of driving requirements and the positions for each.

Scope: This policy applies to all staff members. Primary drivers are those positions that are assigned vehicle managers and/or are required to drive as part of the position description. All other drivers are considered incidental drivers.

Procedure:

The Housing Business and Human Resources office (HBHR) is responsible for ensuring compliance with the motor vehicle use policy annually. Staff are required to complete training within two weeks of being contacted by HBHR regarding training. Directors will be notified of missing training requirements.

I. Primary drivers (those who use state vehicles at least three times per week per primary/function/course and scope required by position):

Required to complete annually:

- A. Motor Vehicle Use Program [Driver Acknowledgement Form](#)
- B. ‘UGA Motor Vehicle Use Policy Training’ in the [Professional Education Portal \(PEP\)](#)
- C. [Motor Vehicle Record Request form](#)
- D. Primary driver position descriptions will include the following language, “Safely operate a UGA state vehicle as necessary”

Area	Position	Area	Position
ASC	Administrative assistant	FAC	Locksmith
ASC	IT professional specialist	FAC	Maintenance superintendent
ASC	IT senior manager	FAC	Materials handler II
FAC	Area maintenance supervisor	FAC	Materials handler supervisor/warehouse supervisor
FAC	Brick mason	FAC	Painter
FAC	Building materials coordinator	FAC	Skilled trades worker
FAC	Building services manager	FAC	Utility worker
FAC	Building services worker lead	RPS	Senior security guard
FAC	Building services superintendent	RPS	Security guard
FAC	Electrician		
FAC	HVAC controls technician		
FAC	HVAC/refrigeration mechanic		

II. Incidental drivers (all other staff, including student staff) utilizing motor vehicles: Required to complete annually:

- A. Motor Vehicle Use Program [Driver Acknowledgement Form](#)
- B. ‘UGA Motor Vehicle Use Policy Training’ in the [Professional Education Portal \(PEP\)](#)
- C. Incidental driver position descriptions will not include language related to driving.

Created and approved by management team: March 30, 2021