



PROCEDURES FOR DRIVING ON UNIVERSITY BUSINESS AND UNIVERSITY VEHICLE USE GUIDELINES

These guidelines represent the University's application of the State of Georgia and University System of Georgia requirements governing the use and operation of motor vehicles.

Governor's Office of Planning and Budget Motor Vehicle Policy
[OPB Motor Vehicle Policy](#)

Georgia Department of Administrative Services
[Georgia Comprehensive Loss Control Manual](#)

University System of Georgia
[USG Business Procedures Manual 3.2 Vehicles](#)
[USG Business Procedures Manual 4.5 Travel by Institution-Owned, Rental or Personal Vehicles](#)
[USG Human Resources Practice Manual Motor Vehicle Use](#)

The University Property Control unit is responsible for carrying out the University Vehicle Guidelines governing the acquisition, utilization, maintenance, repair and replacement of University vehicles.

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See more information about driving safety training at www.risk.gsu.edu inquiries about this manual should be addressed to:

GSU Insurance and Risk Management
75 Piedmont Avenue NE, Suite 506
Atlanta GA 30302
404-413-9548

<https://risk.gsu.edu/>

GSU Property Control
555 N. Indian Creek Dr. Suite 1110
Clarkston, GA 30021
678-891-3325

<https://finance.gsu.edu/purchasing-business/>

Introduction

Georgia State University has developed Procedures for Driving on University Business and Motor Vehicle Use Guidelines (Guidelines) to promote a safe work environment and to set out the procedures that apply to the acquisition, maintenance and use of University Vehicles for University business. The GSU Property Control Department may issue additional guidelines from time to time as prescribed by the Department of Administrative Services (DOAS).

Applicability

University departments and persons driving for University Business are responsible for complying with these Procedures and keeping up to date with current Guidelines and applicable motor vehicle laws (see, www.dds.ga.gov).

Questions

Questions about the Procedures should be directed to the Director of Insurance and Risk Management at risk@gsu.edu and the GSU Fleet Management Coordinator at sbooker@gsu.edu.

Procedures for Driving on University Business

I. Purpose

These Procedures are intended to promote a safe work environment and to minimize the occurrence of motor vehicle accidents in the performance of University Business. It sets forth driving requirements and qualification standards that apply to all Georgia State University employees, students, and volunteers who drive for official University Business.

II. Definitions

The following definitions apply to these terms as they are used in this Policy:

Authorized University Driver: Any Georgia State University employee, student, or volunteer as defined in this section, who meets the qualification requirements set forth in these procedures for authorization to drive University Vehicles for University Business. Independent Contractors cannot be Authorized University Drivers and may not drive University Vehicles under any circumstances.

Disqualified Driver: Any individual who has been an Authorized University Driver as defined by these procedures but who no longer meets the eligibility criteria to be an Authorized University Driver and has, therefore been disqualified.

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

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.

Insurance and Risk Management (IRM): The University unit authorized to oversee application of these procedures and to determine if persons are authorized to drive University Vehicles.

Authorized Use of University Vehicles: Uses for official University Business (assignments within an employee, student or Volunteer's scope of responsibilities for Georgia State University) as authorized by the Authorized University Driver's department.

Unauthorized Use of University Vehicles. Driving a University Vehicle on personal detours or for purposes other than for University Business (e.g., home, restaurants, or for personal errands, shopping, entertainment, etc.) are prohibited except where the University Vehicle is being driven out of town in connection with a Travel Authorization and such destinations are incidental to the travel.

University Business: Assignments within an employee, student or Volunteer's scope of responsibilities for Georgia State University.

University Employee: All individuals employed by Georgia State University including faculty, staff, and student workers.

University Vehicle: Any Georgia State University owned or controlled vehicles, including those rented for Georgia State University Business purposes.

Volunteer: Persons registered under the Georgia State University Structured Volunteer Program to perform work for Georgia State in a volunteer capacity.

III. Driving for University Business: All driving for University Business is governed by these procedures, even occasional driving to business meetings on or off campus.

I. Driving Personal Vehicles for University Business

Individuals driving personal vehicles for University Business are responsible for ensuring the proper operating condition of the vehicle, maintaining proper automobile collision and liability insurance coverage, practicing safe operation of the vehicle and compliance with all applicable law.

When operating a personal vehicle for University Business, the Employee, student, or Volunteer must always have their driver's license on their person when operating the vehicle. It is also recommended that a copy of the State of Georgia liability coverage card be kept in the vehicle. Under very limited circumstances, there may be coverage for claims resulting from operation of personal vehicles for University Business. Liability coverage cards are available at the GSU Department of Insurance and Risk Management ("IRM") at 75 Piedmont Avenue NE, Suite 506 and online at <https://risk.gsu.edu/claims-and-insurance/#3>.

II. Driving University Vehicles for University Business

1. Authorized University Drivers: Only Authorized University Drivers may drive University Vehicles, however infrequently and regardless of location. To be an Authorized University Driver, individuals must meet the applicable eligibility criteria, complete the application process, and receive formal Designations as an Authorized University Driver from IRM. Department heads are responsible for determining which individuals in their departments need to be Authorized University Drivers to complete their work responsibilities. Department heads should prepare a Travel Authorization to keep on file for each person in the department approved by IRM to be an Authorized University Driver.

IRM shall oversee these procedures. GSU Human Resources will process driving history reports (MVRs) as part of background checks on all new hire positions requiring Employee to drive as part of their duties during the onboarding process.

Authorized University Drivers are responsible for compliance with all requirements of the Georgia State University Procedures for Driving on University Business and Motor Vehicle Use Guidelines.

a. **Eligibility:** To be eligible for Authorized University Driver status consideration, individuals must:

i. Possess a valid state-issued Driver's License appropriate for the size vehicle being operated (i.e., Class A, B or C); and

ii. Possess a satisfactory motor vehicle record free of the occurrences listed below for the twenty-four (24) months prior to the time of consideration. Persons who do not meet the eligibility criteria may not be considered for Authorized University Driver Status unless eligibility is permitted by IRM upon completion of corrective, preventative and/or educational measures specified by the IRM:

- 6 or more points within the previous three years
- Citation (ticket or warning) while driving on University Business,

- Responsible party in an "at fault" motor vehicle accident, or
- Conviction of one of the following offenses:
 - DUI (Driving Under the Influence),
 - DWI (Driving While Intoxicated) or equivalent,
 - Leaving the scene of an accident,
 - Refusal to take a breathalyzer or blood test to determine intoxication, or
 - Vehicular Homicide.

iii. If a University Driver MVR record reveals 5 points, the individual will be required to re-take the Defensive Driving course.

b. **Application Process:** Individuals who meet the eligibility criteria set out above must also complete the following application process to be considered for designation as an Authorized University Driver.

i. Complete annual training through IRM,

ii. Submit a completed annual Driver Acknowledgement Form to IRM, and

iii. Submit a completed consent form to IRM authorizing Georgia State University to perform an annual Motor Vehicle Report history check and additional checks following any citations received.

c. **Designation:** Individuals who meet the eligibility criteria and complete the application process set forth herein will be considered by IRM for designation as Authorized University Drivers. If all criteria and application requirements are met, including Motor Vehicle Report history check confirmation of eligibility, IRM will send the individual a designation notice of Authorized University Driver status, copied to the applicable department head. All Authorized University Drivers must always maintain their driver's license on their person when operating a University Vehicle.

IV. Disqualification: An Authorized University Driver who has any of the following occurrences shall automatically become a Disqualified Driver who may not drive University Vehicles while in a Disqualified Driver status.

- Unauthorized Use of a University Vehicle;
- Failure to comply with the requirements of these procedures or the motor vehicle guidelines;
- Accumulation of more than 6 points within a 3 year period on driving record in all states;
- A citation (ticket or warning) while driving on University Business;
- Responsibility in an “at fault” motor vehicle accident; or
- Current charges for or being convicted of one of the following offenses:
 - DUI (Driving Under the Influence),
 - DWI (Driving While Intoxicated) or equivalent;
 - Leaving the scene of an accident;]
 - Refusal to take a breathalyzer or blood test to determine intoxication; or
 - Vehicular Homicide.
- **Duty to Disclose:** Authorized University Drivers must disclose receipt of citations/charges by submitting a completed Driver Notification Form to both his or her Department head and the Director of IRM by no later than one (1) workday following receipt of the citation/charges.
- **No Driving:** A Disqualified Driver may not drive a University Vehicle until his or her Motor Vehicle Record has been reviewed by the Director of IRM and the Disqualified Driver has been reinstated in writing via Supervisor’s Accident Follow-up Checklist.

C. Reinstatement: The Director of IRM may specify corrective, preventative, and/or educational measures that the Disqualified Driver may complete to be reinstated to Authorized University Status. Such measures may include, but are not limited to, viewing a driver safety video, successfully completing an approved defensive driving course, and/or waiting a specified period prior to resumption of authorized driving status. Notice of reinstatement, if granted, will be communicated in writing to the individual and department head. Provided, persons charged with the following offenses are not eligible to be considered for reinstatement to Authorized University Driver status until final disposition of the charges:

- DUI (Driving Under the Influence),
- DWI (Driving While Intoxicated) or equivalent;
- Leaving the scene of an accident;
- Refusal to take a breathalyzer or blood test to determine intoxication;
- Vehicular Homicide
- Aggressive Driving (if a conviction would result in more than 6 points accumulated on driving record), or
- Exceeding speed limit by more than 19 mph (if a conviction would result in more than 6 points accumulated on driving record)

CI. Permanent Disqualification: 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 University Vehicle. Prior to making such a determination, the Director of IRM will consult with the Disqualified Driver’s department head to discuss the factors supporting such a determination and the effects such a determination may have on the job status of the Disqualified Driver. The factors set forth below are among those to be considered when determining whether Disqualified Driver status will be permanent:

- 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 because of the Disqualified Driver's actions; and
- The amount of time that has passed since the events in question.

CII. Termination of Employment due to Disqualification: A Disqualified Driver required to drive a University Vehicle as a condition of his or her employment duties may be subject to termination if he or she can no longer perform the essential functions of his or her position.

CIII. Unauthorized Use: Unauthorized Use of a University Vehicle is prohibited and grounds for discipline by the department of the Authorized University Driver, up to termination, and Disqualification. For students, Unauthorized Use may also result in charges under the Student Code of Conduct. The driver in such instances shall be personally liable for accidents and any related damages stemming from Unauthorized Use of a University Vehicle and may be required to provide their personal insurance information to the University for use in responding to claims made against the University stemming from the Unauthorized Use.

V. Responsibility for Citations: Individuals who receive citations while driving University Vehicles are personally responsible for paying all fines and fees associated with the citation. Individuals may also be held responsible for any damages stemming from accidents that occur when driving University Vehicles for unauthorized purposes. Any time spent in court in connection with a citation must be reported to the University as vacation time. Any and all citations must be reported to both the employee's Department head and the Director of Insurance and Risk Management by no later than one (1) workday following receipt of the citation.

VI. Accidents when Driving on University Business: Employees should not express opinion as to fault or liability and are not authorized to agree to any settlements or sign any documents other than those required by police authorities, the state's insurance carrier, or applicable law.

Steps to take following an accident:

- Assist injured persons
- Report the accident to the police immediately
- Report the accident to your supervisor immediately
- Regardless of fault, vehicle accidents resulting in serious injury or death must be immediately reported to your agency Risk Management at risk@gsu.edu or 404-413-9546. Describe the matter as "serious" and requiring immediate action.
- Report the accident to the Net Claims: Claims Reporting Hotline 877-656-RISK (7475) as soon as possible, regardless of fault. In no event should reporting the accident be delayed beyond 48 hours.
- If the accident involves a non-state vehicle being used by a state employee in the performance of their duties, the accident should also be reported to the vehicle owner's personal auto insurance company.
- Agencies participating in the contract maintenance program should call the maintenance contractor using instructions that should be located inside the vehicle.
- Report any accident with stationary objects or other GSU vehicles and property
- Drivers are responsible for documenting prior damage, reporting, and notifying the supervisor of damages

Information to gather:

- Date, time, and location of the accident
- Brief narrative description of the accident
- Weather conditions
- Traffic conditions
- Diagram and written description
- Photos of all vehicles involved showing any damages, physical surroundings, etc.
- State agency involved
- Police authorities investigating and the assigned accident number
- State employee's name, addresses, driver's license number and telephone numbers
- Description of the state vehicle including license, VIN, and identification numbers
- Owner and insurance information if non-state vehicle
- Employee's specific work duty being performed at the time of the incident if any
- Other driver(s) name, address, phone numbers and insurance information
- Description of all other vehicles involved including license, VIN, and identification numbers
- List all injured parties, their apparent injury, address, and phone numbers
- List all known witnesses and their address and phone numbers

VII. Forms and Other Information available at risk.gsu.edu

[Auto Accident Report Form](#)

[Driver Acknowledgement Form](#)

[Driver Notification Form](#)

[Supervisor Accident Follow-Up Checklist](#)

[Weekly Motor Vehicle Checklist](#)

UNIVERSITY VEHICLE GUIDELINES

ACQUISITION, MAINTENANCE AND USE

- I. **Definitions:** Terms defined in the Georgia State University Procedures on Driving for University Business shall be given the same meaning when used in the University Vehicle Guidelines (Guidelines).
- II. **Vehicle Utilization:** University Vehicles are intended to provide transportation for the performance of University Business when cost savings can be realized by such use. Public transportation is to be used in lieu of University Vehicles when doing so would result in meaningful savings.

University Vehicles may only be used for official University Business (assignments within an employee, student, or volunteer's scope of responsibilities for Georgia State University) as authorized by involved unit. An Authorized University Driver may not use, or permit the use of, University Vehicles other than as authorized in the performance of University Business.

- III. **Identification of University Vehicles:** All Vehicles owned by GSU must be identified by GSU decal and vehicle number with the sole exception of those vehicles qualified for confidential tags. One GSU decal must be placed on each front door and one must also be placed on the rear of the vehicle. The vehicle must also display the vehicle number on the front (driver's side) and rear (passenger's side) of the vehicle. All decals and numbers must be legible and not faded. If decals are not present or illegible, then the employee or department should immediately contact the Property Control Department at (678) 891-3928 for new/replacement decal(s).

- IV. **Driver's License:** Vehicle operators must possess either a Class A, B, or C license as appropriate for the size and type of vehicle being operated as follows:

- A. Class A - Truck tractor-semi trailer combination in which the combined weight exceeds 26,001 pounds and trailing unit exceeds 10,000 pounds and vehicles in Class B and C.
- B. Class B - Single vehicles weighing 26,001 or more pounds; may tow a trailing unit of less than 10,000 pounds; and motor vehicles included within Class C.
- C. Class C - Motor vehicles less than 26,001 pounds and all vehicles not included within Classes A and B. This includes passenger cars, trucks and vehicles pulling a trailing unit weighing less than 10,000 pounds (GVWR). All recreational vehicles may be operated with a Class C license.

- V. **Georgia Liability Insurance Identification Card:** Employee will ensure when operating University Vehicles, a copy of the Georgia Liability Insurance Identification Card is always in the vehicle along with a copy of the vehicle registration.

- VI. **Parking of University Vehicles:** All University Vehicles must utilize campus parking whenever available. A University Vehicle may be parked at the University employee's home only when the vehicle is to be used in the conduct of University Business the same day or the next succeeding workday as defined below.

Parking overnight at an Authorized University Driver's home may be permissible when that individual is departing on or returning from an official University trip from the Authorized University Driver's department, but only under circumstances that make it impractical for the Authorized University Driver to use other means of transportation, or when the individual's home is reasonably on the route from the University department to the University Business destination and the individual is to travel the following

day. When such a situation occurs, the vehicle shall be parked off the street where feasible, or where the risk of accidental damage, theft, and vandalism is reduced.

VII. Maintenance Responsibilities of Authorized University Drivers

Authorized University Drivers are responsible for the proper care, operation, and parking of University Vehicles in their care. This includes pre-drive inspection.

A. Pre-Drive Inspection of University Vehicles:

Before operation, drivers of University Vehicles must check the University Vehicle for any damage to the body or interior that may have occurred since the last time the vehicle was driven. They should also check the following items, parts, and accessories to determine they are in satisfactory condition or good working order:

- Lights (front, rear, brake) and turn signal lamps;
- Service brakes and parking brakes;
- Horn and windshield wipers;
- Tire pressure and tread;
- Steering mechanisms; and
- Rear view and side mirrors.

B. Fluid Levels while in Use: The Authorized University Driver is also responsible for assuring proper oil level is maintained in the vehicle and water/coolant is added to the radiator and/or battery whenever required. These fluids levels should be checked each time fuel is added to the vehicle.

C. Defects Report: Defects noted that might affect the safe operation of the vehicle must be reported prior to use of the vehicle to the Authorized University Driver's supervisor for determination about whether the vehicle is safe to operate. If the vehicle condition is unsafe or its operation may cause further damage to the vehicle, then the condition must be corrected before the vehicle is operated. The head of the unit in which Authorized University Driver is employed will initiate repair and follow through until the existing condition is resolved.

D. GSU Vehicle Incidents and Accidents: GSU employee are required to report any damage to a GSU vehicle, regardless of the severity, to Insurance and Risk Management using the [Auto Accident Report Form](#)

VIII. Preventive Maintenance Responsibilities of Department: Maintenance results in improved reliability, durability and resale value. It is the responsibility of Departments to ensure all University Vehicles have at least the normal preventive (scheduled) maintenance performed as required by the vehicle manufacturer and materials used meet specifications so as not to void warranty coverage.

All GSU vehicles are required to have a pre-operating check using the [Weekly Motor Vehicle Checklist](#). Before operating, the driver will perform the check noting any discrepancies. Correct any issues within two weeks or have the vehicle in a repair shop within the timeframe. Vehicles with problems not corrected will be placed Out of Service, with the fuel card suspended until fixed. Managers/Supervisors are required to sign and date the form at the end of each week. Scan and email all signed checklists to the Fleet Manager for review by the 10th of each month. Vehicle checklists not received will result in the suspension of the vehicle's fuel card.

IX. Maintenance Management Services Program: Automotive Resources Inc., a state-wide vehicle

maintenance contract is in place offering the university a full range of fleet-related services including repair authorization, vehicle maintenance, emergency roadside service, agency billing and accident management. The services include, but are not limited to:

- 24-hours per day, 7 days per week, 365 days per year vehicle maintenance approval services.
- A nationwide vendor network for repairs, preventive maintenance, and emergency vehicle towing.
- An operator's manual that provides instructions on how to handle maintenance needs. This manual enables drivers to schedule preventive maintenance.
- The ability to capture post warranty repair dollars.
- On-line access to agency vehicle repair information.
- Agency defined repair limit parameters.
- Various management reports allowing the agency to focus on issues associated with improved management.

There is a small program fee each month of \$4.50 per vehicle along with charges of actual maintenance and repair. The maintenance charges are consolidated, paid by Property Control, and billed back to the department for their portion using the departmental Speed Type on file. If the Speed Type changes or the Department wishes to use a different Speed Type, they must notify Property Control immediately. A copy of the invoice detailing all charges is provided to the Departments monthly.

X. Emissions Testing Requirement: Each Department is responsible for ensuring that all University Vehicles assigned to the Department undergo the emission testing annually in the month of April. The requirement for emissions testing applies to the following classes of gasoline-powered motor vehicles registered in Fulton and DeKalb Counties.

1. All light duty vehicles 24 model years old and newer.
2. All light duty trucks 24 model years old and newer with a gross vehicle weight rating of 8,500 pounds or less.
3. New vehicles are exempt from testing until three years following the model year of the vehicle.
4. Vehicles capable of being operated on both gasoline and any alternate fuel are covered by the inspection requirement and shall be tested on gasoline.

An emissions inspection is valid for 12 months. April of each year is the month designated for GSU inspections. General information regarding Georgia's Inspection and Maintenance program is located at www.cleanairforce.com. This site should be checked for answers to questions that might arise regarding this program.

XI. Fueling University Vehicles: The Georgia Department of Administrative Services has issued Statewide Fuel Card Standards & Guidelines with which the University must comply when utilizing the State of Georgia fuel card. The entirety of these Standards and Guidelines may be found here: [DOAS Fuel Card Standards.](#)



VEHICLE FUEL CARD (BLACK)



EQUIPMENT FUEL CARD (RED)

Below are highlights of the Standards and Guidelines for ease of reference.

- I. **Payment Methods:** Except in cases where fuel is procured from a bulk site operated by a state agency, the following methods of payment shall be used to purchase fuel for University Vehicles:
Black Card: Generally, fuel for University Vehicles must be purchased using the state Wright Express fuel card (Black Card) provided by DOAS. The Black Card is designated for passenger carrying cars and light duty trucks. Since the State uses Wright Express fuel cards, fuel must be purchased at gas stations that accept Wright Express cards. Each University Vehicle is assigned its own Black Card that must be used for the exclusive purpose of paying the fuel costs of that specific University Vehicle. Black Cards may not be used to pay the fuel costs of any other vehicle or for non-fuel purchases. Using a Black Card to purchase fuel for a private vehicle or rental vehicle, or to purchase other goods/services, is grounds for discipline up to termination and possible criminal prosecution. P-Cards (State Procurement Cards) and commercial fuel accounts may not be used to pay for fueling.
Red Card: In limited situations when monitoring small quantities of fuel is not cost-effective, a Wright Express Red Card may be issued to agency lead personnel. The Red Card is designated for equipment. Equipment examples are lawn mowers, weed eaters, and equipment that can be fueled by using a small gas can. Exceptions include using the Red Card for short term rental cars and for the immediate fueling of a newly acquired vehicle until the Black Card arrives. Purchases made with the Red Card cannot be tracked to a specific vehicle, so a higher level of personal accountability is required of the state employees to whom Red Cards are assigned. Red Card use requires the responsible party to track all fuel purchased using the Red Card Transaction Log (form SPD-FC002) provided by and available on the DOAS website. All transaction logs are subject to auditing and must be always kept up-to-date and available for inspection. Since state fuel cards are Wright Express cards, fuel must be purchased at gas stations that accept Wright Express cards.
- II. **PIN:** Each Authorized University Driver must be assigned a specific individualized Personal Identification Number (PIN) to use with the state fuel card involved. Generic PINs are prohibited (such as one PIN for an office/department) and compromised PINs must be canceled immediately. PINs may be requested via Property Control.
- III. **Where to Purchase Fuel for University Vehicles:** Except in cases where fuel is procured from a bulk site operated by a state agency, fuel for University Vehicles must be purchased from gas stations that

accept Wright Express cards like the state Gold Cards and Red Cards.

- IV. Type of Fuel to Purchase:** Regular unleaded 87octane gasoline should be purchased for gas-powered University Vehicles. Higher grade/cost fuel should only be purchased only if required by the manufacturer's vehicle operation manual. Flexible fuel vehicles (FFVs) can operate on straight unleaded gasoline or any percentage of ethanol up to 85%.
- V. Monthly Fuel Log:** Each Department is required to maintain a Monthly Fuel Log on each University Vehicle assigned to that Department. Managers/Supervisors must review and certify all fuel card transactions monthly to ensure University Drivers are in compliance with current published policies regarding the purchase of fuel and other items purchased on the fuel card. Immediate action must be taken to correct any noted policy violations. Fuel logs with supporting receipts must be submitted to Property Control monthly and a copy maintained by the Department for a period of two years and is subject to internal and external audit. A sample University Vehicle Fuel Log is attached in the exhibits to these Guidelines.
- VI. Fuel Card Summary:** Property Control will provide a Fuel Card Summary at the close of each month to facilitate an informed review of the Monthly Fuel Log. Department Heads/Managers are required to certify the Fuel Card Summary and return it to Property Control by the 15th of the month in which the Summary is issued. Property Control will consolidate and pay the university fuel bill. Each department will be charged for their portion of the fuel bill using the departmental Speed Type provided. Suspected fraud must be immediately reported to Property Control since GSU is required to report incidents of fraud involving the fuel card to the State of Georgia's Office of Fleet Management (OFM). Reports of suspected fraud should include information about the University Driver involved and a description of all supporting information. OFM will use this information to examine state fuel data for like situations and to formulate advice and warnings for other agencies as required. OFM will notify the Georgia Bureau of Investigation and Inspector General's Office of any findings for possible administrative or criminal review where applicable. Fraudulent conduct is grounds for disciplinary action up to termination as well as criminal prosecution. A sample University Fuel Card Summary is attached in the exhibits to these Guidelines.
- VII. Permitted Non-Fuel Related Purchases:** The Fuel Card may be used to purchase oil, coolant, wipers, car washes and other minor, non-repair items for state vehicles when the total value of such purchases does not exceed \$50 per month. Any other non-fuel related purchases or incidental purchases totaling more than \$50 per month requires preapproval from Property Control.
- Using the Fuel Card for any purchase other than Permitted Purchases shall be grounds for discipline, up to termination and, for students, may also result in charges under the Student Code of Conduct.
- XI. Mileage:** Authorized University Drivers are required to record the accurate mileage of the vehicle at the time of any fuel purchase with a Black Card. Whether this is done through an automated fuel dispensing equipment system or manually at bulk fuel sites, entries must be accurate. Mileage must be recorded on each fuel purchase where mileage is not obtained by automated processes for recording into the Fleet Management System.
- XII. Additional Driver Responsibilities:** An Authorized University Driver shall not operate a University Vehicle the driver suspects is not operating properly. The Authorized University Driver shall park the vehicle and make appropriate arrangements so the vehicle can be serviced or towed.

An Authorized University Driver must only transport the number of persons for which there are seatbelts

in the vehicle. All persons must wear their seatbelts.

An Authorized University Driver must observe all traffic regulations. Drivers are personally responsible for any traffic citations (tickets) because of operating a University Vehicle.

An Authorized University Driver must take appropriate precautions when driving conditions are hazardous. (This includes but is not limited to fog, heavy rain, snow, or ice conditions). This includes allowing enough time for travel.

An Authorized University Driver is responsible for taking appropriate measures to secure and safeguard the vehicle until it is returned to the designated location at the University or the rental company.

XIII. Passenger Vans:

Drivers of passenger vans are responsible for:

- A.** Ensuring that no more than 11 persons (including the driver) ride in the vehicle;
- B.** Ensuring passengers are seated in the front-most seats to control the vehicle's center of gravity, with the rear-most space being reserved for cargo: **C.** Ensuring that cargo is loaded safely as follows:
 - 1. Van interior:** The van interior must not be overloaded with cargo, cargo must be is packed so that it is lower than seat back height and restrained.
 - 2. Van exterior:** No cargo may be placed on the van roof. Hitch trailers and bike racks that affix to the rear of the van may be used so long as they are approved as safe for such use and the cargo load does not exceed intended capacity.

XIV. Vehicle Rentals for University Business: Authorized University Drivers are responsible for inspecting the rental vehicle and reporting any existing damage prior to leaving the rental facility.

A. Rentals via the State Contracts: Vehicles may be rented for University Business via the Automotive Rental Inter-State Contract (National Car Rentals) and the Automotive Capitol Hill Motor Pool & Instate Car Rental Contract (Enterprise Car Rental). Consult the statewide rental contract for complete details by contacting DOAS at 404-657-4277.

- 1. Insurance:** Collision and liability insurance coverage are included in the rental rate.
- 2. Inspection:** Drivers are responsible for inspecting the rental vehicle and reporting any damage prior to leaving the place where the vehicle is rented.

B. Rentals not via the State Contracts: When advantageous, vehicles may be rented for University Business through rental car companies not listed on the statewide contract. Drivers are responsible for inspecting the rental vehicle and reporting any damage prior to leaving the place where the vehicle is rented.

- 1. Insurance:** The employee must purchase collision damage coverage for property damage done to the rental vehicle. The University's state liability insurance provides liability coverage while driving for University business purposes but not collision damage. The driver should bring and keep a Georgia Liability Insurance Card in the rental car for during the term of the rental (available from the GSU Department of Insurance & Risk Management).
- 2. Inspection:** Drivers are responsible for inspecting the rental vehicle and reporting any damage prior to leaving the place where the vehicle is rented.

- C. Fueling Rental Vehicles:** The Authorized University Driver must pay for fuel and submit receipts for reimbursement (the rental receipt, fuel receipts and receipts for other travel expenses eligible for reimbursement should all be submitted together).
- D. Vehicle Rental in Foreign Country:** There are no provisions for car rentals outside of the country.

XV. Vehicle Acquisition Request Process: University Vehicles must be purchased from State Contracts and require pre-approval by DOAS Fleet Management (“OFM”), the State of Georgia Office of Planning and Budget (OPB), and the Board of Regents. Contact the GSU Purchasing Manager for details on the most current contracts and regulations.

Generally, the process of acquiring a University Vehicle begins with submission of a vehicle requests to the GSU Fleet Coordinator. The Fleet Coordinator review and approve all request at the university level. Afterwards, the Fleet Coordinator will forward the request through the OFM to OPB for approval. Any justification required for an additional vehicle, a full-size or SUV vehicle or optional equipment must be included in the justification portion of the acquisition request. OFM will review the request, ensure funding is available through OPB, and send approval/disapproval to the GSU Fleet Coordinator. If approved, the Fleet Coordinator will request a Speed Type and Workflow to initiate a Purchase Order to facilitate the purchase.

All vehicle purchases require a purchase order approved by OFM. State contract vendors will not accept a purchase order without OFM approval. Upon receipt of a new vehicle, a state fuel card, title, and registration will be obtained by GSU Property Control as part of the vehicle acquisition process. Any charges associated with the title and registration will be charged to the department.

XVI. Vehicle Disposal: Disposal of University Vehicles is a managerial decision based on a combination of factors. Each University Vehicle must be considered individually in terms of reliability, maintenance, and safety. When it is no longer cost effective to keep the vehicle, it is in the best interest of the University to dispose of it regardless of its mileage or age. As most vehicles being purchased are replacements, it is required the vehicle(s) being replaced will be disposed of through DOAS Surplus Property Division by Property Control within 30 days of the replacement vehicle being placed in service. Procedures for property disposal are available on the GSU Business Services Web site under Property Control Policy and Procedures at <http://finance.gsu.edu/purchasing-business/#prc>. Specifics related to vehicle disposal at the time of publication of this manual include:

- A.** Notify Surplus Operations in advance of your intent to turn in University Vehicle for sale, transfer, or salvage by completing a Surplus Transfer Request Form and faxing to (678) 891-3932.
- B.** Property Control will remove all decals or lettering identifying the vehicle as University property. All efforts should be taken to ensure the vehicle surface is not defaced during the removal process.
- C.** Remove all departmental and personal property.
- D.** Ignition and trunk keys must accompany the vehicle regardless of vehicle condition. Missing keys will be made at the releasing department’s expense. If towing is required, it will be charged to the department via the maintenance contract.

Exhibits

Sample Georgia Liability Insurance Identification Card

Warning: This card is not to be used for the registration of a privately owned vehicle.
Any person using this card for such a purpose may be subject to criminal prosecution.



State of Georgia Government Vehicle
Georgia Liability Insurance Identification Card

Important - See Other Side

Insurer:	State of Georgia DOAS/RMS Self Insurance Program
Policy Numbers:	TCP - 401 - 14 - 10 / CGI - 401 - 14 - 10
Coverage:	July 1, 2009 - June 30, 2010
Insured:	State of Georgia Government or State employees while operating a vehicle within the scope and course of employment.

Card issued by DOAS Risk Management Services - Fleet

KEEP THIS CARD IN YOUR MOTOR VEHICLE WHILE IN OPERATION
Toll Free Phone: 1-877-656-7475 Report accidents within 48 hours

If you are in an accident, be sure to get the following information before leaving the area:

- 1) Date, Time, Place;
- 2) Your Vehicle - year, make, model, tag;
- 3) Describe Accident. Include:
 - Direction each vehicle was traveling,
 - Weather conditions,
 - Details of accident.
- 4) For all individuals include: name, address, employer, home and work phone numbers. Describe injuries claimed and observed; ID hospital, if applicable;
 - Insured (State Employee) driver
 - Your passengers
 - Other driver
 - His/ her passengers
 - Witnesses
- 5) Other vehicle(s): year, make, model, tag, insurance co. and policy #;
- 6) Police: agency, officer, citations issued (?), to whom?

Sample Fuel Card Summary

GSU NOVEMBER 2009 FUEL USAGE BILL SUMMARY

PROPERTY CONTROL - PROP													
Card#	Department	Vehicle	Trans Date	Merchant	Driver Name	Odometer	Product	Units	Gross	Net Cost	Non-Fuel	Adjustment	Bill Total
0084 - 1	PROPERTY	509-0141	11/18/2009	SHELL	BARNES	75320	SUP	15.59	\$41.46	\$38.61	\$0.00		\$38.61
0085 - 1	PROPERTY	509-0176	11/24/2009	SHELL	BARNES	46079	SUP	21.98	\$58.46	\$54.44	\$0.00		\$54.44
											(\$13.96)	(\$13.96)	
									37.57	\$99.92	\$93.05	\$0.00	(\$13.96)
\$79.09													

Managers/Supervisors signature certifies all fuel card transactions have been reviewed to ensure compliance with policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Authorized card users are not allowed to approved their own fuel card transactions and supervisor review and approval is required without exception. This log applies to Vehicle and Equipment Cards. Logs and Receipts attached are to be filed in the department by fiscal year for a period of two years. Vehicle logs are subject to internal and external auditing. Questions and issues may be address to the GSU Property Control Office at 404 413-3167 or at propertycontrol@gsu.edu.

NAME	SIGNATURE	DATE
------	-----------	------

WEEKLY MOTOR VEHICLE CHECKLIST

Department: _____

Vehicle Make: _____ Model: _____ Vehicle# _____

Do not operate any vehicle if an unsafe condition exists.	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /	Inspection Date: / /
	Inspected By:	Inspected By:	Inspected By:	Inspected By:	Inspected By:
Windshield wipers and washer fluid					
Directional Signals					
Lights					
Horn and Mirrors					
Inspect vehicle decals					
Ensure license plate is attached					
Check for 4000-mile maintenance					
Tire inflation and safe tread depth					
Power steering fluid					
Antifreeze / Coolant					
Motor oil level					
Brake fluid & Brake operation					
Exterior and Interior condition acceptable					
Transmission Fluid & Hydraulics (if apply.)					

Any item not passing inspection shall immediately be brought to the attention of the department head Manager/Supervisor date/signature _____

Comments: _____

***SUBMIT CHECKLIST TO THE FLEET COORDINATOR ON THE 5TH DAY OF EACH

Sample University Vehicle Fuel Log:

GEORGIA STATE UNIVERSITY VEHICLE LOG

GSU VEHICLE# _____ MONTH: _____ PAGE ____ OF ____

RED CARD # _____

Line	DATE	USER NAME	BEGINNING	ENDING	FUEL (GAL)	OIL (QTS)	COST	CERTIFICATION SIGNATURE
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								

Managers/Supervisors signature certifies all fuel card transactions have been reviewed to ensure compliance with policies regarding the purchase of fuel and other items that may be purchased on the fuel card. Authorized card users are not allowed to approved their own fuel card transactions and supervisor review and approval is required without exception. This log applies to Vehicle and Equipment Cards. Questions and issues may be address to the GSU Property Control Office at 404 413-3167.

GSU FUELMILEAGE LOG 01/05/2009

Sample ARI Maintenance Invoice



REMIT TO:
AUTOMOTIVE RENTALS, INC.
 PO BOX 8500-4375
 PHILADELPHIA PA 19178-4375

BILL TO: GSU
 PROPERTY CONTROL
 ATTN: HARRICE B. MOORE
 PO BOX 4016
 ATLANTA GA 30302-4016

CLIENT CODE: 5C95-37
DUE DATE: 12/31/2009
INVOICE NO.: M70732
INVOICE DATE: 11/27/2009

PREFIX	VEHICLE	ITEM	CODE	DATE	DESCRIPTION	AMOUNT
6077	060050	STATE OF GA MONTHLY SERV CHRG	553	12/01/2009	JE- 1321172 MONTHLY SERVICE CHRG	4.82
					SUB-TOTAL	4.82
					VEHICLE TOTAL	4.82
6077	060141	STATE OF GA MONTHLY SERV CHRG	553	12/01/2009	JE- 1321172 MONTHLY SERVICE CHRG	4.82
					SUB-TOTAL	4.82
					VEHICLE TOTAL	4.82
6077	060176	STATE OF GA MONTHLY SERV CHRG	553	12/01/2009	JE- 1321172 MONTHLY SERVICE CHRG	4.82
					SUB-TOTAL	4.82
					VEHICLE TOTAL	4.82
6077	060211	STATE OF GA MARKLP	550	12/01/2009	MARK LP 7.00%	32.25
6077	060211	STATE OF GA MONTHLY SERV CHRG	553	12/01/2009	JE- 1321172 MONTHLY SERVICE CHRG	4.82
					SUB-TOTAL	37.07
6077	060211	NORTHSIDE TOWING VENDOR: 505766	008	11/17/2009	QTY: 001.00 TOWING	62.50
6077		INVOICE: 08013794	236	11/17/2009	QTY: 000.00ROADSIDE ASSISTANCE	25.00
		EVENT: 26444510			SUB-TOTAL	87.50
		P.O.: 00024910031 CDOM: 66,804				0.00
6077	060211	LAWFIELD MOTORS SERV VENDOR: 035024	022	11/20/2009	QTY: 001.00 LLBE,OIL,FILTER PM	33.00
6077		INVOICE: 41786	048	11/20/2009	QTY: 001.00 COOLANT , RADIATOR PART	94.08
6077		EVENT: 26444510	510	11/20/2009	QTY: 000.80 ALTERNATOR ASSEMBLY LABOR	64.00
6077		P.O.: 00024916705 CDOM: 63,636	623	11/20/2009	QTY: 000.60 BELT TENSIONER , ACCESSORY DRIVE LABOR	48.00
6077			623	11/20/2009	QTY: 001.00 BELT TENSIONER , ACCESSORY DRIVE PART	104.07
6077			732	11/20/2009	QTY: 000.50 ELECTRICAL DIAGNOSIS LABOR	40.00
					SUB-TOTAL	373.16
					VEHICLE TOTAL	497.73
					SUMMARY TOTAL SPEED TYPE: PROP	512.19

See summary page 6