

SUBJECT: VEHICLE ADMINISTRATION

EFFECTIVE
DATE: 08-26-11 (replaces 03-22-11)

APPROVED BY:

Reviewed (no changes): _____

Executive Director

POLICY

It is the policy of McIntosh Trail CSB to follow the administrative policies and procedures included in the Motor Vehicle Management Manual published by the Office of General Administration, Department of Human Services (DHS), for vehicles that are titled to the state. Vehicles that are titled to McIntosh Trail CSB follow DOAS guidelines. All vehicles, both state and CSB titled, must follow DHS and DOAS guidelines.

PROCEDURE

1. Insurance

Insurer: State of Georgia DOAS/RMS Self Insurance Program
Policy Numbers: TCP-401-14-05/CGL-410-14-05
Coverage: New cards are issued annually; new cards are printed and distributed to each program for their vehicles.
Insured: State of Georgia Government or state employees - while operating a vehicle within the scope and course of employment.

2. Inventory of Vehicles

The Financial Resources Department and the Vehicle Transportation Supervisor will coordinate the annual physical inventory for all agency vehicles. Copies of the physical inventory should be forwarded to the Chief Financial Officer.

3. Training

All drivers must maintain a current First Aid and CPR certification, unless another assigned staff with their type training is riding in the vehicle at all times. On each vehicle operated by the Center or Program and used to transport consumers, there is a staff member with current First Aid and CPR certification.

In addition, drivers will be provided training in the following areas, as a new hire and subsequently yearly by the Transportation Supervisor.

- Defensive driving
- Basic vehicle maintenance
- Basic recordkeeping and reporting requirements
- Physical limitations for elderly and physically challenged
- Proper techniques for moving consumers
- Watch Risk Management video

Defensive driving will be completed on E-Learning.

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PROCEDURE (CONTINUED)

Any user of state vehicles/CSB vehicles or equipment who acquires a record of two accidents involving state equipment within a six months period must undergo remedial driver training. Such training is mandatory. Further driving by the individual will be suspended until:

1. the employee has attended and satisfactorily completed the State Driver Improvement Program;
2. or the employee attends a Defensive Driving Course sponsored by either the Georgia Safety Council or McIntosh Trail CSB;
3. or the individual may be certified as qualified for further driving through the performance of supervised, on-the-job remedial training by a qualified, designated driver. When this option is pursued, it is important to remember that a driver should train in the same type of vehicle which he/she normally drives.

It is the policy of DHS that the Transportation Supervisor complete a yearly review of employee's Motor Vehicle Record. If it is determined that a driver has a suspension within 5 years or 3 moving violations in a 3 year period, driver will be suspended from driving a state/CSB vehicle until their MVR shows a 7 year period of no suspensions or moving violations.

Reference: Motor Vehicle Management Manual