



Title: Approved Drivers Policy
Effective Date: January 1, 2017
Issuing Authority: Senior Vice President for Administration and Finance
Policy Contact: Associate Vice President, Benefits and Payroll
478-301-2699

Purpose

The purpose of this policy is to define the process by which an individual is approved to operate a vehicle in connection with their Mercer University responsibilities.

Scope

This policy applies to Mercer University employees whose responsibilities include the necessity of traveling and properly operating automobiles and other motorized vehicles, which include but are not limited to vans, automobiles, trucks, golf carts, and all-terrain vehicles.

Exclusions

None

Definitions

As used in this policy, the following term(s) have the meaning specified below:

Employee: any faculty (including, but not limited to, regular, visiting, or adjunct), any individual who has an appointment at the University, and all regular and temporary staff.

Policy Statement

There are three categories of drivers: 1) those who operate golf carts only; 2) those who operate other vehicles such as automobiles and trucks; and 3) those who operate 15-passenger vans.

Individuals who operate golf carts on the Mercer University campus must have a valid driver's license. Employees who drive all other University-owned motor vehicles (except passenger vans) must be Approved Drivers. Those who drive 15-passenger vans must be Approved Drivers with a valid Georgia Commercial License and have at least seven (7) years of driving experience.

All individuals are encouraged to use University-owned vehicles while traveling on University business. If a University-owned vehicle is not available, then the individual should consider

renting a vehicle.

In most cases, the University's automobile insurance policy will provide primary insurance coverage for Mercer University-owned vehicles and rental vehicles used on Mercer University business, unless the damages result from an intentional act or gross misconduct on the part of the individual driving the vehicle. If an individual chooses to use their own personal vehicle to travel on Mercer University business, then the individual will be eligible for mileage reimbursement at the Internal Revenue Service's maximum rate. One of the components used to develop the mileage reimbursement rate by the IRS is the cost of personal automobile insurance coverage. By using one's own personal vehicle for University business, the individual understands that personal automobile insurance is the primary insurance coverage if any accident should occur.

Becoming an Approved Driver

For individuals to be considered for the Mercer University Drivers List, they must be at least 21 years of age, having possessed a valid driver's license for a minimum of three (3) years.

For individuals who already work with Mercer University and develop the need for approval after employment has been established, the driver application process must be completed prior to the individual being approved to drive a Mercer University vehicle. All individuals whose responsibilities include the necessity of operating automobiles should complete the following process:

1. Obtain a Driver Application from the University Benefits Department.
2. Complete the application and take it to Benefits on the Macon Campus or to Campus Police on the Atlanta Campus along with a copy of your driver's license and a certified Georgia Department of Driver Services 7-year MVR (Motor Vehicle Report). To order a Certified 7-YR MVR online, visit this website:
<https://online.dds.ga.gov/online services/mvrintro.aspx>
3. Employees will be notified of declined applications via email. Approved drivers will be issued an Approved Driver card valid for two (2) years past the issue date. Renewals are subject to the standards described below and are not automatic. An Approved Driver must submit to the application process every two years in order to maintain an approved driver status.