Driver Qualification Procedure
Driver Safety Tips

✓ Observe Speed Limits and Traffic Laws – Allow sufficient time to reach your destination without violating speed limits or traffic laws.

✓ Drivers License – Employees who drive state, rental, or privately owned vehicles on state business must possess and carry on their person a current valid Operator’s or CDL license and must present it upon request to any authorized person.

✓ Insurance – Employees who operate their privately owned vehicles on state business shall carry proof of financial responsibility at all times the vehicle is in operation and must present evidence of current insurance coverage upon request to any authorized person. It is suggested all employees driving on state business have a copy of the state’s insurance card to present to the law enforcement officer in the event of an accident.

✓ Seat Belts – Each driver and front seat passenger in any motor vehicle operated on a street or highway in the State of Georgia is required by law to wear a properly adjusted and fastened seat belt.

✓ Cargo – Drivers hauling any type of cargo should ensure the cargo is properly secured, and the height of the cargo is such that it shall safely pass under obstructions such as under/overpasses along the intended route before placing the vehicle in motion.

✓ Electronic Devices – The use, operation, and manipulation of electronic devices such as cellular phones, Blackberries, or PDAs by the driver while the vehicle is in motion is strongly discouraged. Even with “hands free” equipment, conversing on the phone takes attention away from driving making it less likely the driver will notice hazardous situations. Employees are neither required nor expected to use electronic devices for work-related reasons while driving.

✓ Reversing – Whenever possible, park the vehicle where backing up is not required. Know what is beside and behind the vehicle before beginning to back up. Back up slowly, and check both sides as well as the rear while backing. Continue to look to the rear until the vehicle has come to a complete stop.

✓ Intersections – When approaching and entering intersections, be prepared to avoid crashes other drivers may cause. Take precautions to allow for the lack of skill or improper driving habits of other drivers. Potentially dangerous acts include speeding, improper turn movements, and failure to yield the right of way.

✓ Weather Related Hazards – Rain, snow, fog, sleet, or icy pavement increase the hazards of driving. Slow down and be especially alert when driving in adverse conditions.

✓ Passing – When you pass another vehicle, look in all directions, check your blind spots, and use your signal. As a general rule, only pass one vehicle at a time.

✓ Front End Collisions – By maintaining a safe following distance at all times, the driver can prevent front-end collisions in spite of abrupt or unexpected stops of the vehicle ahead. Observe the “two second rule” by following the vehicle ahead at a distance that spans at least two seconds. The following distance should be increased when driving in adverse conditions.

✓ Security – State vehicles should be locked whenever they are unoccupied.

✓ Engines – The engine of a state vehicle should always be turned off before the driver exits the vehicle.