



Recreational Services Driver Penalty System

The Department of Recreational Services has a fleet of ten vehicles and only those authorized by the department may operate these vehicles. The purpose of the department's driver authorization program is to ensure proper use of the vehicles, safe driving practices, and reduce the risk of liability.

In order to ensure these objectives are met, the department has implemented a Driver Penalty System to address violations of safe driving practices. The Driver Penalty System is being implemented in tandem with the GPS device manufactured by Fleetistics which is installed in each department vehicle.

The outlined penalties described below are in place to address the various driver violations. If a particular action is not outlined in the designated penalty description, then the Department of Recreational Services will use discretion in addressing the appropriate penalty for a designated action.

Definitions

- **Multiple infractions:** A second infraction within one category. A driver may accumulate up to five minor infractions per semester while driving. Once a sixth infraction is committed in a semester, the infraction will be elevated to an intermediate infraction. If a seventh minor infraction is committed in a semester, the infraction will be elevated to a major infraction. A second intermediate infraction occurring within six months after the initial intermediate infraction will be elevated to a major infraction. Minor infractions accumulated will reset to zero once a new semester begins.
- **Significant amount of time:** 30 seconds or more of the documented occurrence related to the infraction action on one round trip with the vehicle.
- **Minor maintenance reported:** Failure to report the following, but not limited to: low tire pressure, windshield wiper replacement, tire alignment, steering wheel radius, dashboard warning light on, broken/malfunctioning signals, broken/malfunctioning lights, broken/malfunctioning seatbelts, and/or leaks.
- **Major maintenance reported:** Failure to report the following, but not limited to: smoke under vehicle hood, flat tire, drained battery, and/or failure to report any type of roadside assistance call.

- **Harsh braking:** Triggered by the device when a force of about -0.59 G is exerted on the vehicle. The driver would be thrown forward towards the steering wheel and any vehicle load would shift to the front. Loose objects on the seat would likely be thrown to the floor.
- **Harsh Cornering:** Triggered when a hard or aggressive turn causes a force greater than 0.45 G exerted on the vehicle. The load could shift and unrestrained objects on the seat could be thrown.
- **Speeding:** Triggered by the posted road speed on the traveled route. If there is no posted road speed information for a section of a trip then no infraction will be logged there.
- **Seatbelt information:** Triggered when the driver isn't wearing a seat belt while the vehicle is moving faster than 6.21 mph for any amount of time.
- **Possible Accident:** Triggered when the accelerometer detects a change in speed of more than 90 km/h or 56 mi/h in 1 second in any direction. If possible, the device will send detailed forensic information about position, speed, and acceleration of the vehicle. False alarms are possible.
- **NOTE:** Department trailer use applies to the stated policies as the trailer and vehicle act as one during use.

Minor Infraction: A documented notice to the driver for each listed infraction below. A driver has up to five infractions per semester before elevated to an intermediate infraction. This includes but is not limited to:

- NOT following the Department fuel up procedures.
- NOT parking the vehicle correctly in the M parking deck location.
- NOT properly returning a van packet to a designated location.
- NOT properly completing a trip ticket.
- NOT reporting a minor maintenance issue.
- NOT buckled during the trip.
- Traveling 10 mph over the posted speed limit for a significant amount of time.
- Traveling 15 mph over the posted speed limit at any point during the trip.
- Documented for harsh breaking and/or harsh cornering.

Intermediate Infraction: 30-day suspension and re-taking the driver follow-up portion of the certification procedure. This includes but is not limited to:

- *A total number of minor infractions exceeded during a semester.*
- Operating a vehicle outside the group's request times.
- Operating a vehicle outside of the trip's approved route.
- Parking a vehicle in an unauthorized location; unless the location has been pre-approved.
- Shuttling passengers from unauthorized locations.
- NOT staying together with other department vehicles in route to the same location (i.e. Touch the Earth Ski Trip or sport club competition).
- NOT reporting major maintenance issues.

- NOT reporting damage to the vehicle incurred during a trip.
- Using a cell phone/two-way radio while operating the vehicle.
- Operating a vehicle with more than 10 passengers.
- Operating a vehicle with storage on top of the van (i.e. roof rack storage).
- Operating a vehicle for more than four consecutive hours.
- Operating a vehicle with an attached trailer without being documented as trailer certified.
- Operating a vehicle with pets inside that are NOT providing assistance to users with disabilities.
- Transporting non-registered trip participants.
- Reported to a department contact about the safety of their driving abilities (i.e. participant email notice).
- Striking a fixed object (i.e. parking deck bollard pole).
- Confiscating or improperly using vehicle's parking pass.
- Documented for a possible accident rule violation.

Major Infraction: Driving privileges suspended for four months and re-taking the 6-hour defensive driving course and the driver follow-up portion of the certification procedure. A second major infraction results in permanent suspension of driving privileges for Recreational Services. This includes but is not limited to:

- Seven minor infractions within one semester.
- A second intermediate infraction occurring within six months after the initial intermediate infraction.
- Traveling 15 mph over the posted speed limit for a significant amount of time.
- Traveling 20 mph over the posted speed limit at any time during the trip.
- Traveling 85 mph or more at any time during a trip.
- At fault for any vehicular collision.
- Responsible for any traffic citation while operating a department vehicle.
- Operating a vehicle with possession/consumption of alcohol.
- Operating a vehicle with consumption of tobacco.
- Fraudulently using the vehicle fuel card.
- Unauthorized driver operating a department vehicle.

Appeals

Once a citation from Fleetistics is received and confirmed, the driver will be notified of the infraction and the designated penalty. Once a driver is issued a notice, he/she may appeal the ruling. The driver must submit the appeal by e-mail within five business days of the notification to compsports@gsu.edu. The appeal should include: the reason of the appeal, the desired outcome, and supporting evidence or documents. Once the appeal is submitted, please allow 3-5 business days for review. Please note the determination of the appeal can be reduced and/or elevated.