

UGA Motor Vehicle Use for Extension Volunteers



UNIVERSITY OF GEORGIA
EXTENSION

Driver Training with Driver
Acknowledgement form NOT required

Driver Training with Driver
Acknowledgement form required

drive time is NOT
service time

drive time is
service time

drive time that is NOT directed
by Extension personnel

drive time that is directed by
Extension personnel

STARTING POINT

This is your starting point
such as your home, office, or
other location.

SERVICE START LOCATION

This is the location where your
service starts.

- This may be your only location.
- Driver training with acknowledgement is not required unless you are further directed by Extension personnel to go to an additional location.

ADDITIONAL LOCATION

This is the next location where
Extension personnel has directed you
to continue your volunteer service.

- The return trip may also be service time if directed by Extension personnel.
- Per the Motor Vehicle Use policy, an additional annual MVR is required for volunteers who drive three or more times per week on behalf of Extension.

Scenarios for UGA Motor Vehicle Use for UGA Extension Volunteers



Service Start Location	MVR Training Required	Drive Time is Service Time	Rationale
Scenario 1: Volunteer travels between home and project site to volunteer.			
Extension-approved Project Site or initial meeting location	No	No	<i>No Extension direction.</i> It is expected that individuals will commute from home, office, or other starting point to service destination on their own.
Scenario 2: Presentation materials and supplies need to be picked up at Extension office and taken to the project/service location.			
Extension office	Yes	Yes	<i>Extension directed</i> pick up of supplies necessary to complete the service.
Scenario 3: Extension personnel ask you to pick up bottled water at Walmart prior to meeting at the demonstration garden or school.			
Home/starting point; return trip not directed	Yes	Yes	<i>Extension personnel requested</i> the volunteer to pick up the supplies.
Scenario 4: A Master Gardener or 4-H Volunteer calls friends and coordinates carpooling to a workshop they are attending for continuing education.			
Workshop location	No	No	<i>Travel was not directed by Extension personnel.</i>
Scenario 5: A Master Gardener may be asked by Extension personnel to transport 4-H youth or their luggage to 4-H camp.			
1. Location where youth/luggage are picked up	No	No	<i>No Extension direction.</i> It is expected that individuals will commute from home, office, or other starting point to service destination on their own.
2. Camp location and back	Yes	Yes	<i>Extension-directed</i> activity
Scenario 6: A 4-H volunteer may be asked to meet at the Extension office to drive youth to a 4-H facility, such as Rock Eagle for an event.			
1. Extension office	No	No	<i>No Extension direction.</i> It is expected that individuals will commute from home, office, or other starting point to service destination on their own.
2. 4-H facility	Yes	Yes	Travel was <i>directed by Extension personnel.</i>
Scenario 7: A 4-H volunteer may be asked to meet at the school for a 4-H program.			
School	No	No	Travel was <i>not directed by Extension personnel.</i>
Scenario 8: A 4-H volunteer is asked to drive youth to the airport and attend a national conference.			
1. Location where youth are met, and chaperoning/supervision of youth begins	No	No	<i>No Extension direction.</i> It is expected that individuals will commute from home, office, or other starting point to service destination on their own.
1. Airport 2. National Conference	Yes	Yes	Travel was <i>directed by Extension personnel. An Out-of-state travel authorization is also needed.</i>