

VOLUNTEER TRAINING

UGA Motor Vehicle Training

The [UGA Motor Vehicle Use Policy](#) applies to all UGA faculty, staff, volunteers, and independent contractors who drive as a part of their role. Specifically, this policy applies to all UGA employees and volunteers who drive State of Georgia, federal, or any other personal or rented vehicle on University business regardless of frequency or location of driving. (UGA employees who drive should complete this training through PEP.) Volunteers can complete the requirement through the following three steps!

1. View the Training Module

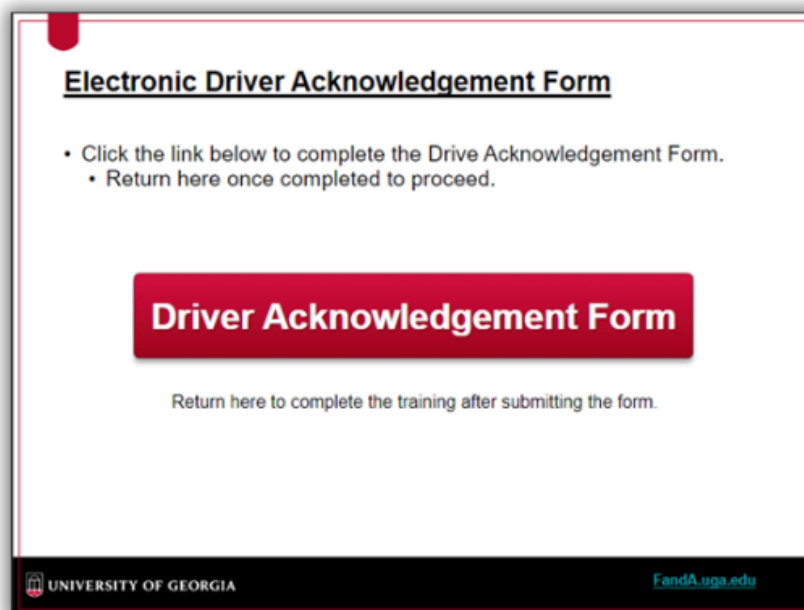
Volunteers who drive on behalf of Extension must complete the following annual training.

[UGA Motor Vehicle
Policy Training](#)

2. Complete the Driver Acknowledgement Form

At the end of the module, submit a driver acknowledgment form. This electronic form is accessible through the last slide in the training module.

a. In the module, click the button, “Driver Acknowledgement Form.”

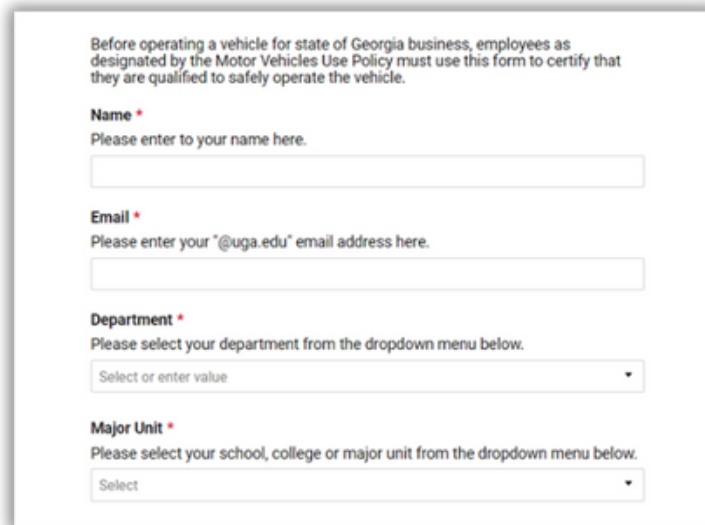


b. Enter your name and preferred email address. Note: This **does not** need to be a UGA email address.

c. In the “department” drop-down, please add your district, center, or state department (such as Northeast Extension should enter “CAES-Northeast District CES”; state 4-H volunteers should enter “CAES-State 4-H”; or others should enter identifying your district). See the links below for assistance:

- **Northeast district-counties:** <https://extension.uga.edu/about/districts--facilities--and-centers/northeast-district.html>
- **Northwest district-counties:** <https://extension.uga.edu/about/districts--facilities--and-centers/northwest-district.html>
- **Southeast district-counties:** <https://extension.uga.edu/about/districts--facilities--and-centers/southeast-district.html>
- **Southwest district-counties:** <https://extension.uga.edu/about/districts--facilities--and-centers/southwest-district.html>

d. In the “Major Unit” drop-down, please add “College of Agricultural and Environmental Sciences”.



Before operating a vehicle for state of Georgia business, employees as designated by the Motor Vehicles Use Policy must use this form to certify that they are qualified to safely operate the vehicle.

Name *
Please enter to your name here.

Email *
Please enter your "@uga.edu" email address here.

Department *
Please select your department from the dropdown menu below.

Major Unit *
Please select your school, college or major unit from the dropdown menu below.

e. Complete the remaining questions and click submit.

3. Complete Primary Driver Requirements

If you typically drives on behalf of Extension three or more times per week, you are considered a primary driver and must also complete an annual MVR through the UGA Policy Department (found here https://insurance.uga.edu/insurance/MVR_request.pdf) If you do not typically drive on behalf of Extension three or more times per week, you can bypass this step.

This is an annual requirement for all drivers; the policy can be referenced for your information by clicking the button below.



Thank you for your service to UGA Extension!