

GEORGIA DEPARTMENT OF CORRECTIONS		
Standard Operating Procedures		
Functional Area: Facility Operations	Reference Number: IID04-0012	Revises Previous Effective Date: 10/15/08
Subject: RESIDENT TRANSPORTATION		
Authority: Owens/Hodges	Effective Date: 12/15/09	Page 1 of 5

I. POLICY:

The Superintendent may approve use and operation of a company vehicle by a work release resident for the performance of job duties. Use of a company vehicle will require a written request from the employer.

II. APPLICABILITY:

All Transitional Centers

III. RELATED DIRECTIVES:

GDC Rule: 125-2-4-.13

IV. DEFINITIONS:

- A. Work Release Resident: Inmate assigned to a Transitional Center who is currently participating in work release.
- B. Maintenance Resident: Inmate assigned to a Transitional Center to assist in the daily operation of the facility. The inmate does not participate in the work release program.

V. ATTACHMENTS:

- Attachment 1 - Waiver of Liability
- Attachment 2 - Use of Bicycle Liability Waiver
- Attachment 3 - Request for Authorization to Use Private Vehicle

VI. PROCEDURE:

- A. Driver's License:

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1. No resident will operate a motor vehicle on the public roads or highways unless properly licensed.
2. A resident will obtain a valid driver's license at his/her expense. Transitional Center residents will use the address of the assigned Center for their home address.
3. Maintenance resident may operate a state vehicle if he/she has obtained a valid special operator's license as described in GDC Rule 125-2-4-.13.

B. Authorization:

1. A resident may operate a company vehicle in the performance of job related duties at the written request of his/her employer and with the approval of the Superintendent. The following procedures govern requests of this nature:
 - a. The employer will submit a written statement specifying:
 - 1) Justification for request
 - 2) Type of vehicle to be operated
 - 3) Frequency of use
 - 4) Type and amount of insurance coverage
 - b. The employer will sign a Waiver of Liability, attachment 1, absolving GDC from any liability resulting from an accident involving a resident during the course of employment duties. The employer also will acknowledge sole responsibility for the coverage of the company vehicle.
2. The Superintendent will review the request and Waiver of Liability - attachment 1, and approve or disapprove.
3. The Superintendent's decision will be relayed to the employer.

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C. Restrictions:

1. A resident approved to operate a company vehicle will only be allowed to drive that vehicle to and from the place of employment, during regularly scheduled working hours, and in the performance of his/her employment duties.
2. The resident will surrender the vehicle's keys and his/her license to the Chief of Security or designee upon his/her return to the Center at the end of each workday.
3. The Chief of Security will ensure that licenses and keys are secured.
4. The Center will not be held responsible for maintaining the security of the vehicle when it is not in use, nor will the Center be held responsible for any damage incurred while the vehicle is parked on Center grounds.
5. NO resident may operate a company vehicle while on pass.
6. NO resident is allowed to operate or ride a motorcycle.
7. Only approved maintenance residents having a special operator's license may operate a state vehicle.
8. NO resident may hitchhike to or from his/her place of employment.
9. The privilege to operate a vehicle may be suspended or revoked for violation of these guidelines or for other misconduct resulting in disciplinary action.
10. GDC Rule 125-2-4-.13 will govern maintenance residents who have been issued a special operator's license.
11. Residents allowed driving privileges will be subject to increased testing for substance abuse.

D. Alternative Transportation:

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1. A resident's first priority for transportation to a job site will be any means of public transportation.

The resident and the employment counselor will determine the most accessible means of transportation available to the job site.

2. Transportation provided by a relative, co-worker, or another resident will require prior approval by the Superintendent.

- a. Private citizens providing transportation to a resident must present a valid Georgia license and proof of vehicle insurance. The Superintendent may make an exception for Centers that are located on the state borders and where an employer is based in the adjoining state.

- b. The proposed driver must be able to demonstrate reliability and that the vehicle is in good condition. They must also indicate the cost to be incurred by the resident and indicate the type/amount of insurance coverage.

- c. The resident will find alternative means of transportation whenever a regular driver is unavailable.

3. A taxi service may be used if no other means of transportation is available to the resident and if the rates for such service are reasonable.

4. Resident job site transportation via bicycle may be authorized, when necessary, by the Superintendent.

5. At times, adequate public transportation or affordable transportation is not available to residents. Residents might also need free transportation to help them overcome initial costs of starting a new job until sufficient funds are available in the resident's account. In these cases, the Center may transport residents utilizing center staff and vehicles. The Center may charge a rate not to exceed the lowest fare offered by private transportation services or public transit.

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The transportation fee will be directly deducted from the resident's account. When residents are charged for Center provided transportation, the resident must sign weekly, verifying and authorizing the deductions from their account for that week. The resident will be required to use other transportation alternatives if they become available or financially feasible. The Superintendent may elect to provide temporary transportation in order to eliminate loans and debt that may be incurred by newly employed residents. Centers may still provide limited infrequent no cost transportation to any resident in unusual circumstances.

VII. RECORD RETENTION:

Upon completion, application packages and the Waivers of Liability Forms will be placed in the Resident's case file. They will then be maintained according to the official retention schedule for Case History Files.