

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Transitional Center Resident Transportation

**Policy Number:** 215.14

**Effective Date:** 01/06/2022

**Page Number:** 1 of 4

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division  
(Transitional Centers)

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

It shall be the policy of the Georgia Department of Corrections (GDC) that the Transitional Center Superintendent may approve the use of various means of transportation for Work Release Residents to assist them in locating and maintaining employment.

**II. Authority:**

- A. GDC Board Rule: 125-2-4-.13; and
- B. GDC Standard Operating Procedure (SOP): 215.21, Transitional Center Financial Operations and Fees.

**III. Definitions:**

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

**IV. Statement of Policy and Applicable Procedures:**

- A. Driver's License:
  - 1. No Resident will operate a motor vehicle on the public roads or highways unless in the performance of job-related duties.
  - 2. A Resident will obtain a valid driver's license at his/her expense if one has not been proved to him/her by the GDC. Transitional Center residents will use the address of their assigned Center for their home address.

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3. Maintenance Residents 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 an employer's 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 Attachment 2, Authorization for Use of Company Vehicle by Resident specifying:
    - i. Justification for request
    - ii. Type of vehicle to be operated
    - iii. Frequency of use
    - iv. Type and Amount of Insurance Coverage
  - b. The employer will sign Attachment 1, Waiver of Liability, absolving GDC from any liability resulting from an accident involving a Resident during the course of employment duties. The employer will acknowledge sole responsibility for the insurance coverage of the company vehicle. The Superintendent will review the request and Attachment 1, Waiver of Liability, for approval or disapproval.
  - c. 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 during regularly scheduled working hours, and in the performance of his/her employment duties. A Resident will not be allowed to drive the vehicle to and from the Transitional Center.
2. NO Resident may operate a company vehicle while on pass.
3. NO Resident may operate or ride a motorcycle.
4. Only approved Maintenance Residents having a special operator's license may operate a state vehicle.
5. NO Resident may hitchhike to or from his/her place of employment.
6. The privilege to operate a vehicle may be suspended or revoked for violation of these guidelines or for other misconduct resulting in disciplinary action.
7. GDC Rule 125-2-4-.13 will govern Maintenance Residents who have been issued a special operator's license.
8. Residents allowed driving privileges will be subject to increased testing for substance abuse.

**D. Alternative Transportation:**

1. The Superintendent and the Center's Employment Specialist will determine the most accessible means of transportation available to the job site.
2. Transportation provided by the Resident's employer will require approval by the Superintendent.

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3. 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 Resident(s) 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 available in the general vicinity of the Center. The transportation fee will be directly deducted from the Resident's account. When Resident(s) are charged for Center-provided transportation, they must acknowledge by their signature, on a weekly basis, that they verify and authorize the deductions from their account for transportation received 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 and infrequent no-cost transportation to any Resident in unusual circumstances, determined on a case-by-case basis and approved by the Superintendent.

**V. Attachments:**

Attachment 1: Waiver of Liability

Attachment 2: Authorization for Use of Company Vehicle by Resident

**VI. Record Retention of Forms Relevant to this Policy:**

Upon completion, all attachments shall be placed in the Resident's case file and maintained according to the official retention schedule for that file.