

**ACKNOWLEDGEMENT OF AGREEMENT BETWEEN  
THE GEORGIA DEPARTMENT OF REVENUE  
AND**

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Governing Body

This Acknowledgement of Agreement (“Agreement”) has been updated pursuant to changes in legislation and modifies the procedures for enforcing penalties for school bus and school zone traffic violations. The Agreement shall be effective on the later date of (a) July 1, 2024 or (b) the date of signature. This Agreement shall replace any previous agreements executed by the governing body of the law enforcement agency (“Governing Body”).

The Governing Body above acknowledges and understands the following:

1. Under O.C.G.A. § 40-6-163, the owner of a motor vehicle may be held liable for a civil monetary penalty if his/her vehicle is found, as evidenced by recorded images, to have met or overtaken, from either direction, a stopped school bus which has activated visual signals as specified in O.C.G.A. §§ 40-8-111 and 40-8-115.
2. Under O.C.G.A. § 40-14-18, the owner of a motor vehicle may be held liable for a civil monetary penalty if his/her vehicle is found, as evidenced by photographically recorded images, to have been operated in disregard or disobedience of the speed limit within any school zone, and such disregard or disobedience was not otherwise authorized by law, during the time designated in O.C.G.A. § 40-14-18(a)(1), and when such violations are in excess of 10 miles per hour over the speed limit.
3. The Georgia Department of Revenue (“DOR”) has been charged with administrative obligations under certain provisions of O.C.G.A. §§ 40-6-163 and 40-14-18 which will be met systematically upon request of the Governing Body or its agent (“Agent”), as defined by O.C.G.A. § 40-14-1.1.
4. For auditing purposes, copies of the three notices required by O.C.G.A. §§ 40-6-163 and 40-14-18 to be sent to the motor vehicle owner by a law enforcement agency, Governing Body, or their Agent must be retained in the files of the Governing Body for at least one year from the date of referral to DOR.
5. The Governing Body understands that the procedure for placing and removing holds is at the sole discretion of DOR. The Governing Body or Agent will be required to utilize DRIVES e-Services to place and remove holds.
6. The Governing Body must designate one person or entity (“Designee”) to be the administrator for all addition or removal of users utilizing e-Services to place and remove holds with DOR in order to ensure the effective enforcement of O.C.G.A. §§ 40-6-163 and 40-14-18. Such Designee will be identified in e-Services.
7. If the Governing Body or Agent provides adequate verification through e-Services that a violation of either statute has occurred, the violation has not been contested, and the assessed penalty has not been paid, the Governing Body or Agent may place a hold in e-Services, no earlier than 30 days after the third and final notice has been sent to the owner of the motor vehicle.
8. When the Governing Body or Agent places a hold on a vehicle in e-Services, this will prevent the renewal of the registration of such vehicle within this state, unless and until the Governing Body or

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Agent removes the hold in e-Services.

- 9. The Governing Body or Agent must send a notice in compliance with O.C.G.A. §§ 40-6-163(d) or 40-14-18 to the registered owner of the motor vehicle. The final notice must inform the registered owner of the consequences for failure to pay any unpaid civil monetary penalty authorized under the statutory provisions above and any late fee. The Governing Body or Agent must include the following language in the letter in a font at least as large as the main body text of the notice. The Department strongly recommends that the Governing Body or Agent bold, underline, or highlight the following in a manner that draws the readers' attention to the text.

Unless you have already paid any penalties and fees as described in this notice, you must pay the amounts due within 30 days of the date of this letter to avoid further action that will affect the registration of your vehicle. If we do not receive payment within 30 days, we will send a referral to the Georgia Department of Revenue. The Department will place a hold on your vehicle's registration. Once a hold is placed, you will not be able to renew your vehicle registration and obtain a revalidation decal until the hold is lifted. When your vehicle's registration lapses, it will not be legal to drive that vehicle on Georgia roads. A failure to timely renew your vehicle's registration may also result in additional penalties.

- 10. For any second or subsequent school bus violation under O.C.G.A. § 40-6-163 by the same owner in the same jurisdiction, the Governing Body or Agent shall request insurance coverage information for such owner from DOR and send notice of the violation to the owner's insurance carrier in a timely manner.
- 11. The Governing Body must designate one person or entity ("Point of Contact") that the vehicle owner can contact to pay the penalty and any late fee. The following individual or entity shall be the Governing Body's Point of Contact for vehicle owners:

<b>Point of Contact (Name, Title)</b>	
<b>Phone Number</b>	
<b>Website (optional)</b>	

- 12. The Governing Body authorizes the designation of the Agent below:

<b>Designated Agent Company</b>	
<b>Agent Point of Contact (Name, Title)</b>	
<b>Agent Email Address</b>	

- 13. The Governing Body is responsible for removing the hold in e-Services no later than one business day after receipt of payment of the penalty (and any late fee, if applicable).

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14. The Governing Body agrees to comply with, and will ensure that the Governing Body’s Agent complies with, the Driver’s Privacy Protection Act (DPPA) and O.C.G.A. §§ 40-2-130 and 40-3-23 when handling any motor vehicle information received from DOR. Pursuant to the DPPA, 18 U.S.C. §§ 2721-21 and O.C.G.A. §§ 40-2-130, 40-3-23, it is unlawful for any person to (1) knowingly obtain or disclose personal information from a motor vehicle record for any use not permitted by the DPPA or (2) make a false representation to obtain any personal information from a motor vehicle record.

I, as an authorized signor for the Governing Body, hereby consent to and acknowledge the above on behalf of the Governing Body.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_