

<b>RISK MANAGEMENT PROCEDURES MANUAL</b>	
<b>Subject: Driving Privileges and Use of Motor Vehicles</b>	<b>Number: RMP 311</b>
<b>Approving Authority: VP Business &amp; Finance</b>	
<b>Contact: Risk Management Coordinator</b>	<b>Effective Date: January 2, 2007</b>

**Authority:** California State University (CSU) Policy Guidelines

**Purpose:** This document is a summary of the University policy on driving privileges, use of University Motor Vehicles, and Personal Vehicles used for University business purposes. Refer to the official policy guidelines for more detailed information as necessary (at bottom of page).

**Guidelines: 1. *Who may drive for the University***

- Only University employees age 18 and over (age 21 and over for rental vehicles) with the following criteria:
  - Valid State Drivers License
  - Clean DMV
  - Completed Defensive Driving Course
  - Authorized in writing by a Unit or Program Manager (Dean, Director, etc.) authorized to grant such approval

*University employees* are those persons who have completed all prerequisites to CSUS employment. This includes all faculty, staff, student assistants and those on volunteer status (Job Class Code 0050.) (*University employees* are issued pay checks from the State of California. If a pay check is issued by another source, these individuals need to be made Volunteer Employees and complete the appropriate form available through Human Resources. This form must also be completed by any CSUS student who is driving and non-employees driving on behalf of a University grant/trust account.)

**Clear DMV:** Every employee and volunteer is added by Safety and Risk Management to the DMV Pull Program that provides notification of any change in license status or offenses. When an employee has been involved in accidents or received traffic citations of such numbers or gravity as to be a matter of concern, permission to drive University vehicles or drive on University business may be restricted or declined.

Drivers must take a *Defensive Driver Class* approved by the CSU. If the driver has not completed this class, a temporary Defensive Driver Waiver which permits the person to drive a University or privately-owned vehicle may be granted. This waiver is valid only until the next Defensive Driver Class is offered locally (forms available online).

**2. *Driving purposes.***

- In the performance of necessary duties of CSUS employment.
- Only in the course of conducting business for the University.

### 3. *University Vehicles.*

- University Vehicles are vehicles designed for land transportation and are owned, leased or rented by the University. University vehicles include all motorized or self-propelled equipment including lawn mowers, golf carts, etc.
- Motorcycles do not qualify for use as University vehicles, except for motorcycles used by Public Safety for law enforcement purposes and approved by the University President.
- The University Motor Pool oversees the approval for use, assignment and release of University vehicles.
- No smoking is allowed in University vehicles
- No animals, except seeing-eye dogs, are allowed in University vehicles.
- Use of large 10 passenger vans requires a Class B Drivers license with a passenger endorsement before employees will be allowed to operate them. This clearance is obtained from the Department of Motor Vehicles (DMV).
- Employees may keep a motor pool vehicle at their home if they are going to immediately begin their trip the next day, or, having come back from a trip, will be returning the vehicles the very next workday. Vehicles parked at an employee's home will be parked off the street if possible or in a safe/secure area on the street.

### 4. *Use of Rental Vehicles*

- University employees (age 21 and over) may rent a vehicle under the State's care rental agreement negotiated by the State.
- Rental car drivers for University business, must comply with all Defensive Driver requirements, and **must be 21 years of age and older.**
- Rentals must be covered by the insurance policy provided by the car rental agency as a provision of the State contract.
- Employees who are in a n accident while driving a state contract rental car must complete the Standard forms 270 and 274.
- 15-passenger van prohibition: Vans that carry 15 passengers may not be used, rented, purchased, or leased by the University.

### 5. *Privately owned vehicles - Authorization to use for University Business.*

- A completed Form 261, *Authorization to use Privately Owned Vehicles on State Business* is required when the employee is using his/her private vehicle on University business. Form STD.261 is the vehicle owner's statement that:
  - Vehicle has the required minimum liability insurance.
  - Vehicle is adequate for the work to be performed.
  - Vehicle is equipped with seat belts in operating condition.
  - Vehicle is in safe mechanical condition as required by law.
- Employee's Supervisor shall verify when signing the employee's Travel Request the Form STD.261 is current and on file.
- STD.261 forms will be valid for a period not to exceed one (1) year. Once completed, the form may be initialed and dated annually by the employee to certify that the information is current.

- Note: The vehicle owner's liability insurance is primary, the state's insurance is secondary.

## **Responsibilities:**

### **1. University:**

- Safety and Risk Management: Ensures the validity and status of individual driver's licenses. Place all drivers on the Department of Vehicles (DMV) Pull Program to monitor driving records. Provides Defensive Driving waiver and coordinates classes. Coordinates vehicle guidelines, policy, insurance and accident issues.
- Employee's Supervisor: Authorizes travel and determines the Form 261 is current and on file.
- Departmental coordinators: Requests and determines availability of motor pool vehicles. Ensures travel requests are properly completed prior to any travel by a University employee. Verifies that the traveler is a "University Employee" as described above.
- Motor pool: Schedules, assigns, and releases vehicles only to the designated driver(s). Uses established priorities for vehicle use when conflicts arise.

### **2. Employees:**

- Complete travel request and obtain authorizations prior to trip in a timely manner.
- Routinely check tires, oil, and fluids on their assigned vehicles and inform the motor pool if problems are noted.
- Familiarize themselves with the use of the State issued gasoline credit card and accident reporting procedures found in the vehicle packet.

## **Contacts:**

Safety and Risk Management, 209-667-3114

Travel Desk, 209-667-3983

Motor Pool, 209-667-3211

## **Forms:**

[Authorization to Use Privately Owned Vehicles on State Business](#)

[Defensive Driver Waiver Form](#)

## **Official Policy Guidelines:**

[Use of University and Private Vehicles Policy Guidelines](#)