CALIFORNIA STATE UNIVERSITY, STANISLAUS
Environmental Health, Safety / Emergency Management
University Police Services
(209) 667 - 3114 (209) 667 - 3104

Defensive Driver
WAIVER REQUEST FORM

PRINT FORM CLEAR FORM

PURPOSE: The following instructions are for requesting a Defensive Driver Course Waiver. Normally a Defensive Driver Card (obtained by attending a 3 ½ hour Defensive Driver Class provided by the State of California Department of General Services) is required to drive a University owned vehicle or to drive a personal vehicle on University business. When a class is not available, a Defensive Driver Waiver may be issued for a temporary period.

PROCEDURES: Please read this form, and complete all areas; then sign and send to University Police (fax okay: 667-3104)

ADDITIONAL FORMS:

1. DEFENSIVE DRIVER COURSE REGISTRATION form – All state employees, students, student assistants and volunteers who drive for state business (including personal vehicles), must complete the State Department of General Services (DGS) Defensive Driver Course EVERY 4-YEARS (required for all state vehicle use, state travel and insurance claims).

2. AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS STD. 261 form - Employees operating their private vehicle on official University business must complete a STD. 261, Authorization to Use Privately Owned Vehicles on State Business. This form certifies liability insurance for the minimum financial responsibility limits as set forth in statute. Additionally, the driver certifies the vehicle is adequate for the work, equipped with operating safety belts and is in safe mechanical condition. This form is available online at the Business and Finance/Financial Services/Travel Services web site. Driver/Employee's supervisor (or responsible department) shall verify when signing the employee's Travel Request that the Form 261 is current and on file. **NOTE:** Your private insurance is primary in any liability situation when used for University business and any University coverage is secondary. Read the entire form and note the various provisions before signing and dating it. (Especially note the need to complete the STD. 270 form – Vehicle Accident Report – at Public Safety within 48 hours in the event of a vehicle involved accident.)

DMV RECORD CHECK: Your driver's license record will be checked with the Department of Motor Vehicles. If your driver's license is VALID, and you have a good driving record, the Defensive Driver Waiver Request will be approved and valid until the next Defensive Driver class. Additionally, all drivers for the University are placed on the Department of Motor Vehicles "Pull Program" which provides the University with driving records information every six months, whenever a citation is issued, or when the driver is involved in a recordable vehicle accident.

By signing and dating this form, and completing any additional Defensive Driver form(s), I state I am fully aware of it's contents and purposes:

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*PRINTED NAME OF REQUESTER _____ *SIGNATURE OF REQUESTER _____ *DATE _____

*DEPT. DRIVING FOR: _____ *EXTENSION: _____

*DRIVER'S LICENSE NO.: _____
(YOU MUST HAVE A VALID DRIVER'S LICENSE.)

*Status with the University (Check One)

☐ Employee ☐ Student / Student Assistant ID # _____ ☐ Volunteer

*REQUIRED FIELDS

FOR OFFICIAL USE ONLY	DMV CHECK & DATE: _____ WAIVER EXPIRES: _____

Revised:03/11/08fpena