

Field Trip Student Driver Instructions (Non-Reimbursement)

Overview

If a field trip will have *any* student drivers, the Field Trip Coordinator must share the appropriate process with their students so that they can complete the necessary steps if they plan to drive themselves. Any student who is driving themselves independently for a field trip must follow the applicable process below and possess all of the following:

- A valid driver's license
- A good driving record
- Car insurance
- Valid Defensive Driver Training (see the processes below for more information)

Student Driver Process #1 – No Reimbursement Offered

The Field Trip Coordinator must share the following steps with their students. It's the student's responsibility to complete the required training and forms if they plan to drive themselves to the field trip. These instructions should be shared **at least 4 weeks prior** to the trip date as it takes time to run DMV clearance and complete the training.

1. Complete the [Defensive Driver Program](#) (Valid for 4 years)
 - a. [Register for the Defensive Driver Training Program](#)
 - i. If during registration you indicate that you'll be driving others, you're considered a *Volunteer*, and will not be able to continue Defensive Driver registration until you have a completed Volunteer Identification Form on file.
 1. The Music Department Administrative Support Coordinator (ASC) will need to initiate this HR process for you. Email your completed Volunteer ID Form to the Department ASC for filing.
 - ii. Your Defensive Driver registration will prompt a DMV inquiry. Upon DMV clearance, HR will assign you the "Driving Safely, Driving Smarter" online CSU Learn course, which will take approximately 45 minutes to complete and must be completed within 30 days.
 - b. Forward the completed Defensive Driving Training Certificate (*not* the Completion Status Report with your scores) to risk@csustan.edu and cc the ASC for filing.
2. Complete/Renew the Authorization to Use Privately Owned Vehicles
 - a. Submit one of the following:

- i. [Authorization to Use Privately Owned Vehicles STD-261 Adobe Sign Web Form](#) (For initial certification only)
OR
- ii. [Authorization to Use Privately Owned Vehicles STD-261 Form Microsoft Form](#) (For annual renewal only – up to seven times as long as your driver's license hasn't expired)

Summary of the forms you'll need to submit to the ASC before the trip:

- Defensive Driving Certificate (*not* the Completion Status Report) via email
- Volunteer Identification (if applicable) via email
- Authorization to Use Privately Owned Vehicles STD-261 via email or Microsoft Forms

Contact the Music Department Administrative Support Coordinator if you have any questions about this process or require assistance.