



## UNIVERSITY DRIVER AUTHORIZATION PROCESS

- I. Before being authorized to drive on University business, any new and existing employee who will drive on University business needs to sign an application, acknowledgement and authorization for DMV record check. This is the Application for Vehicle Operation Authorization form. The acknowledgement portion includes a certification of driving record and the employee's obligations for maintaining a safe record. Send original to Risk Management.
- II. New and existing employees who desire to drive private vehicles on University business must complete the STD form 261 (Authorization to Use Privately Owned Vehicles on State Business) and have it authorized by their Dean, Director/Program Center Manager. This form needs to be recertified annually. Department keeps original, sends copy to Risk Management.
- III. The University will enroll each driver whose position requires a Class A, B or Special Class C drivers license, in the DMV Employer Pull Notification program. Candidates for hire for these positions are required to provide their driving records at the time of the interview.
- IV. All other Employees authorized to drive on University business will have their DMV driving records checked annually by Risk Management. New hires' driving records will also be immediately checked by Risk Management as well.
- V. Employees, in order to be authorized to drive on University business must:
  - a. Posses valid, appropriate, State drivers license with a Good and Safe record.
  - b. Not have received more than three moving violations and/or accidents in the past 12 months. Nor have more than 6 DMV points. Negligent Operators shall not be authorized to drive under any circumstance.
  - c. Be enrolled in the Risk Management Drivers License record check program.
  - d. Have completed an approved Defensive Driving Course in the past 4 years.
  - e. Have received their Program Center Manager's authorization.
  - f. Drivers under Age 18 May Not Drive on State Business. (SAM MM 04-13)
- VI. Risk Management will review all driving records on a regular basis for determination of Good and Safe Driver status.
- VII. All University Drivers who drive on University business more than one time per month or twelve times per year are required to complete a CSU approved Defensive Driving Course on a quadrennial basis. See <http://www.csus.edu/riskmanagement/>, Driving on University Business.
- VIII. Maintenance and Safety Inspections as well as dispatch and check out of University owned vehicles are the responsibility of the Facilities Division.
- IX. Program Center Managers, College Deans, Chairs, and Department Directors have responsibility for identifying which positions require driving as an essential job function. Those position descriptions need to be provided to Human Resources, Faculty and Staff Affairs for inclusion in recruitment notices and job position descriptions.
- X. Program Center Managers, College Deans, Chairs, and Department Directors shall not permit unauthorized employees to drive on University business. Managers can verify an employee's driving status with Risk Management (83656). Managers can also check the campus online Training Tracking System at Risk Management Services to verify if employees are current with Defensive Driving Course completion. Departments need to notify Risk Management upon an employee's separation so they can be removed from the program.
- XI. Risk Management has responsibility to notify Program Center Managers, College Deans, Chairs, and Department Directors of enrolled employees who have records that are questionable so their driving eligibility can be reviewed.