



Faculty / Staff / Student Employees Driver Authorization Packet

Checklist

Required Forms:

- Complete and sign the Application for Vehicle Operation Authorization (VOA) (included). The applicant's supervisor must sign this form.
- Read, understand, and sign the University Driver Authorization Process (DAP) (included).

Conditional forms:

- If driving a privately owned vehicle (not state/university owned), complete form STD 261 located at <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf>
- If driving more than once a month or twelve times a year, complete Defensive Driver Training. This course is good for four years from date of completion. There is three available options:
 - Skillport. This training takes 60 minutes. To access: Go to My Sac State / Employee Center / Skillport / Search field "Defensive Driving" / Select "Defensive Driving Fundamentals."
 - Log on to [LearnerWeb](#). Select Course Catalog. In search field, enter "defense driving." Click on "Launch" for Defensive Driving Fundamentals (60 min). Complete course. Print out certificate of completion at the end of the course.
 - This course can also be completed at the California Department of General Services' website: <http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx>. This course takes two hours. Upon completion, the driver and supervisor must sign and date the certificate.
- If driving a golf cart, especially in the inner campus, complete the Golf Cart Safety Training. Access the "Golf Cart Safety v2016" training course on LearnerWeb at <http://www.csus.edu/aba/ehs/employee-training.html>

For more information on driving on university business, please visit our website at <http://www.csus.edu/aba/risk-management/driving-on-university-business.html>



This form is your request to operate vehicles on University business. You must have your supervisor's permission to operate any vehicle on University Business. The Use of University and Private Vehicles Policy Guidelines of the California State University (CSU) require the following:

Before operating a vehicle on University business, you must first provide evidence of and certify and maintain the following:

1. Possess and maintain a valid and appropriate State Drivers License (foreign licenses are not permitted).
2. Not have received more than two moving violations and/or accidents in the past year AND have more than four DMV points on their record.
3. Have and maintain a good driving record. RMS reviews your driving record every year.
4. Enroll in the University's State of California Department of Motor Vehicles Employer Notice Program. Completing this form initiates that process.
5. Complete the CSU approved Defensive Driver Training Course, if applicable. Online training is available. Defensive Driver Training is valid for four years and must be repeated thereafter. (SAM 0751)
6. Complete the Golf Cart Safety training, if applicable. Online training is available.
7. Must be 18 or older. Drivers under 18 may not drive on university business (SAM MM 04-13).
8. Applications must be submitted two weeks before the scheduled driving event.
9. Students may drive on University business as a volunteer. Volunteers will be placed in the Driver Program for one year and must be renewed annually.

Name: First _____ Middle _____ Last _____

CA Driver's License Number: _____ License Class: A B C

CA Driver's License Expiration date: _____ CSUS ID# (not SSN): _____

University Position: _____ Department: _____

Agreement, Certification, Release, and Acknowledgement

I understand and agree that I must possess and maintain a valid State Drivers License in order to operate vehicles on University business. I further understand that if my job requires vehicle operation, that I must maintain a valid State Drivers License and a good driving record. I hereby authorize the University to obtain my Drivers License information and for California DMV to release this information to my employer. I further acknowledge and agree that my supervisor and manager may be provided with my driving record information. I hereby release and waive any claims against the State of California, the CSU and CSU Sacramento that may be related to the use of this information in my employment. I certify that I am in possession of a valid California or other State Driver's license. I certify that I have not been issued more than two moving violations or have been involved in more than two motor vehicle accidents (or any combination of the two thereof) during the past twelve month period.

Employee Signature: _____ Date: _____

Authorization Signature: _____ Date: _____

Program Manager/Dean/Director



Employees who are required to operate motorized vehicles on University/State business are required to complete, provide evidence of, certify, maintain, and acknowledge the following:

1. Complete and sign the Vehicle Operation Authorization application. This application requires appropriate authorization and includes acknowledgment and authorization for DMV record checks for the obligation of maintaining a safe driving record. This application also authorizes that employees will be enrolled in the DMV Employer Pull Notification Program.
<http://www.csus.edu/aba/risk-management/documents/VehicleUseAuthApp.pdf>
2. If an employee desires to drive a privately owned vehicle on University business must complete the STD 261 form (Authorization to Use Privately Owned Vehicles on State Business) and get proper authorization. This form is to be reviewed and recertified annually and available here:
<http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf>
3. Drivers whose position requires a Class A, B or Special Class C driver's license are required to provide their driving records at the time of the interview.
4. All employees authorized to drive on University business will have their DMV records checked annually by Risk Management Services. Drivers with Out of State Licenses must be able to provide a DMV record from their state every year OR get a California State Driver's License.
5. All drivers who drive on University business more than once a month or twelve times a year (Frequent Drivers) are required to complete a CSU approved Defensive Driver Training course every four years. This course can be completed through MySacState/ Employee Center/ Skillport or the Department of General Services website
<http://www.dgs.ca.gov/orim/Programs/DDTOnlineTraining.aspx>
6. All drivers who drive on University business and drives a golf cart, whether on the inner campus or not, must complete the University's Golf Cart Safety Training. This course can be completed on LearnerWeb <http://www.csus.edu/aba/ehs/employee-training.html>.
7. Emphasis on pedestrian safety while driving on the inner campus is a priority. Vehicle operations on the inner campus pathways shall be minimized as follows:
 - a. Vehicle operators shall plan their routes to maximize the use of streets (if the vehicle is street legal) and routes approved for bicycles while minimizing travel in the inner campus pathways (the bicycle-free areas).
 - b. Pedestrians shall be afforded the right-of-way at all times.
 - c. The speed limit while operating on inner campus pathways: 10 mph
 - d. The speed limit anywhere on campus with pedestrians present: the pedestrian's speed plus one mph
8. Maintenance and safety inspections, as well as dispatch and checking out of University owned vehicles, are the responsibility of Facilities Services.

9. 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.
10. 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 RMS. Departments need to notify RMS upon an employee's separation so he/she can be removed from the program.
11. RMS has a 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 as well as vehicle driver reports that are reported under the "How's my Driving?" program.
12. If at any time an employee ceases to drive on University business, it is their responsibility to tell RMS for them to be removed from the program. To drive on University business again, the process must be redone.
13. Employees to be authorized and continue to be eligible to drive on University business must:
 - a. Possess and maintain a valid and appropriate State driver's license (Foreign license are not permitted).
 - b. Not have received more than two moving violations and/or accidents in the past year. Nor have more than four DMV points.
 - c. Complete a Vehicle Operation Authorization form with appropriate authorization, which authorizes and enrolls the employee in the DMV Employer Notice Program.
 - d. Have and maintain a good driving record.
 - e. Complete the CSU approved Defensive Driver Training course, if applicable.
 - f. Complete the Golf Cart Safety Training course, if applicable.
 - g. Must be 18 or older. Drivers under age 18 may not drive on University business. (SAM MM 04-13)
 - h. Students may drive on University business as a volunteer. Register as a volunteer by filling out this form at http://www.csus.edu/hr/docs/volunteer_identification_form_1013.pdf
Return original form to Human Resources. Department is to keep a copy.

University Driver Authorization Process (DAP)

I, _____ have read and understand the above policy and
Print Name
 process and my obligations that are stated.

Signature: _____ Date: _____

**AUTHORIZATION TO USE PRIVATELY OWNED
VEHICLES ON STATE BUSINESS**

STD. 261 (REV. 3-95)

*This approval must be renewed annually.
Supervisor: Retain Original Copy***I. CERTIFICATION**

In accordance with State Policy (S.A.M. 0753 & 0754) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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