**VEHICLE USE POLICY**
College of Social Sciences and Interdisciplinary Studies

**ALL UNIVERSITY EMPLOYEES OPERATING A UNIVERSITY-OWNED VEHICLE MUST SIGN THIS FORM ANNUALLY.**

**Purposes and Scheduling Priorities**

1. Department vehicles may be used for the following purposes:
   a) class field trips
   b) faculty and staff attendance at professional meetings and events
   c) research related activities

2. When vehicle use must be limited due to budget constraints or competing requests, use priority will be:
   a) upper division class field trips
   b) lower division class field trips
   c) student and faculty research activities
   d) attendance at professional meetings and events

**Scheduling and Use Approval Process**

1. Proposals for vehicle use and dates of proposed use will be submitted through your Department Chair, to the Dean for approval.

2. After your Department Chair has signed the proposal, it will be forwarded to the Dean's Office no later than the Monday of the first week of the semester. Late requests will be accommodated in the order received.

**Vehicle User Responsibilities**

1. Before a vehicle can be used, a *Vehicle Use Request Form* must be filled out and approval must be obtained by your Department Chair as well as the Dean's Office. The Vehicle Use Request form is available on the college website:
   [http://www.csus.edu/ssi/for-faculty/faculty_staff_resources.html](http://www.csus.edu/ssi/for-faculty/faculty_staff_resources.html).

2. *Warning, Waiver and Release of Liability* form (copy attached) must be filled out by the instructor or field trip supervisor, signed by all participants, and filed in Department Office before departing on the field trip.

3. Student drivers must be CSUS employees with the appropriate license. A student must complete a *Volunteer Employee Form* to be considered an employee for purposes of Workers' Compensation and state liability coverage.

4. All students participating in the field trip must complete the *Student Security/Safety Information* form (copy attached), return it to their instructor and forward a copy to the Department Chair, prior to leaving on their field trip. (Additional copies of this form can be obtained in the Dean’s Office)

5. No pets/animals of any kind are permitted in the van. An exception can be made if a student riding in the van requires a certified service dog.

6. The user is responsible for checking vehicle oil, tire pressure and condition, coolant, gasoline, lights and battery before leaving campus.

7. Upon returning to campus, the vehicle user is also responsible for cleaning the vehicle, filling the vehicle with gasoline, checking and restoring other fluid levels, returning the keys to the Dean's Office (AMD 255), and reporting any vehicle problems to the clerical staff person in charge of vehicles.

Vehicle should be returned washed if trip results in excessive accumulation of dirt on the vehicle. Payment of gasoline expenses should be worked out between the driver and Department. The Dean's Office does not fund gasoline expenses. If trip ends after University business hours, vehicle and keys should be returned at the beginning of the next business day.

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8. Return the Vehicle Check-off Form (available during key pick-up) to the Dean's Office after the trip has been completed, noting the mileage driven. Vehicle maintenance needs must be reported to the clerical staff person in charge of vehicles.

9. If the planned vehicle use was canceled, it is the responsibility of the vehicle user to inform the Dean and Chair's office. Canceled vehicle use can be rescheduled if the vehicle is available and funds permit.

**Important! Please take note of the following:**

1. Volunteer drivers must self-certify the following on the Vehicle Use Request Form:
   a) no more than 2 moving violations in the previous 3 years,
   b) no more than 1 at-fault accident in the previous 3 years, and
   c) 0 driving-under-the-influence (DUI) or felony traffic convictions

2. The only authorized participants of a CSUS field trip are CSUS faculty, CSUS staff, CSUS volunteer employees, regularly enrolled CSUS students, and students enrolled in the extended education program at CSUS

3. Any other participants must be approved in writing by the Dean or Associate Dean

4. University’s motor vehicle insurance program covers only liability and property damage awarded to other parties involved

5. There is no coverage for damage to CSUS vehicles or private vehicles used on CSUS business

6. Chancellor’s Office policy: No alcoholic beverage or chemical substance (drugs) shall be transported in a State/University vehicle at any time, nor shall they be transported in a private vehicle that is being used in support of a University-sponsored academic or athletic related activity (FSR 84-15)

**Interim SSIS Field Trip Policy**

The following policy governs the conduct of all student field trips, whether optional or required as part of a course.

**A. Before the trip.**

1) Required field trips must be announced to students at the beginning of the course, before the drop deadline. Field trip fees can be charged only for required trips.

2) **THE FACULTY MEMBER CONDUCTING A FIELD TRIP MUST FILE A TRAVEL REQUEST FORM FOR PERMISSION TO BE OFF CAMPUS ON STATE BUSINESS, EVEN IF THE TRIP IS ON A WEEKEND OR OVER VACATION, AND EVEN IF THE FACULTY MEMBER IS NOT PLANNING TO SUBMIT A CLAIM FOR TRAVEL EXPENSE.** Note: Field trips within the local area which do not involve an overnight stay can be handled by a single “blanket” travel request submitted at the beginning of the semester. The trip dates, if known, should be listed on this form.

3) If privately owned vehicles are driven on State business (and transporting students on a required field trip is State business), the driver must read and complete form Std. 261, Authorization to Use Privately owned Vehicles on State Business. This form calls for an employee signature. All students driving vehicles (whether State or privately owned) to transport themselves and others as a part of a field trip must be an approved volunteer employee or a student paid to drive on the field trip. Volunteer Identification Form available on Risk Management website: [http://www.csus.edu/hr/docs/payroll%20forms/Volunteer%20Identification%20Form%208913.pdf](http://www.csus.edu/hr/docs/payroll%20forms/Volunteer%20Identification%20Form%208913.pdf)

4) Each participant on a field trip shall read and sign the Warning, Waiver and Release Liability Agreement. This will become the official manifest for the trip, and is required by the underwriter of the student travel accident insurance. The faculty member shall retain a copy of this agreement, and another copy shall be left in the Department Office before departing on the trip. Immediate access to this list by the University administration will be necessary in case of an accident or other emergency on the field trip.

5) Some field trips involve special hazards and risks to the participants. Each participant on the trip shall sign a statement that he/she has been informed of the particular risks of the field trip and trained in safety procedures to minimize such risks.

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6) The University must be aware of, approve, and accept liability for any non-State passengers in State vehicles or privately owned vehicles being used for State business (e.g., spouses, children, friends, former students). The approval level is the Dean or Associate Dean of the appropriate College.

B. During the trip.

1. State vehicles may not be driven by anyone who is not a State employee.

2. The driver and all passengers must wear seat belts during the trip. The driver shall drive safely and within the posted speed limits.

3. The faculty supervisor of the field trip is expected to take all normal and reasonable precautions to be aware of any unsafe conditions that might affect the safety of the students under his/her supervision (e.g., a bald tire, driver appearing drowsy or otherwise impaired).

4. The State of California does not permit alcoholic beverages (even closed) to be transported anywhere within a State vehicle, including the trunk or a locked compartment.

5. Faculty who request a State vehicle are responsible for it, no matter who drives it. There is a significant risk that students transported in a University vehicle will be considered to be on a University field trip, whether or not the course instructor is present. Therefore, faculty should make every effort to remain with State vehicles.

Note regarding multi-vehicle trips: Driving in a tight “convoy” is not necessary, or even desirable from a safety standpoint. However, some kind of contact (e.g., via cell phone, an intermediate checkpoint) should be maintained to avoid the possibility of stranding one of the vehicles for an extended period.

C. After the trip.

All signed, dated records referenced in Section A, above, shall be maintained in the department office for a minimum of three years.

My signature below signifies that I have read, understand, and agree to comply with the above conditions authorizing me to drive a state vehicle. Failure to adhere to these guidelines may result in revocation of an employee’s privilege to operate state vehicles or termination under some circumstance.

This authorization may be terminated by the College of SSIS Dean’s Office at any time.

Print Name: ________________________________ Date: ________________

Faculty Signature: ________________________________ Date: ________________

Chair’s Signature: ________________________________ Date: ________________

Dean’s Signature: ________________________________ Date: ________________

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STUDENT SECURITY/SAFETY INFORMATION

Your name: ________________________________________________________________

Student ID number: _______________________________________________________________________

Address while in school: ________________________________________________________________

Your home phone number: _____________________ Work number: ______________________

Your e-mail address: _________________________________________________________________

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Who should be contacted in case of an emergency? _______________________________________

Relation to you? ______________________________________________________________________

Their home phone number? _____________________ Work number: ________________

Their address? _______________________________________________________________________

Note special health considerations: _____________________________________________________

__________________________________________________________________________________

I am aware that field trips are for registered students only, and that I must travel both to and from the field site(s) in University vehicles. (The only exclusion to this policy is if students are meeting at the site, much like they do when meeting for class or lab.)

__________________________________________    ________________________________
Signature                                            Date

After you have read and signed this sheet, please return it to your instructor and forward a copy to the Department Chair. You may not participate in a field trip(s) without having signed this form.
RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: ________________________________________________________________

Activity Date(s) and Time(s): ______________________________________________

Activity Location/Facility: _________________________________________________

Hazards to be aware of: ___________________________________________________

Hazard mitigation (how to prepare for a safe activity): __________________________

_________________________________________________________________________

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University, Sacramento and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis or death), illness, damages, or economic or emotional loss that I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to/from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or other’s actions, inaction, or negligence; conditions related to travel; or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to and from the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I will be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, and (c) assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant Name: ___________________________ Date: _______________________

Signature: ________________________________
*If Participant is under 18 years of age:*
I am the parent or legal guardian of the Participant. *I understand the legal consequences of signing this document, including (a) releasing the University from all liability on my and the Participant’s behalf, (b) promising not to sue on my and the Participant’s behalf, (c) and assuming all risks of the Participant’s participation in this Activity, including travel to, from and during the Activity.* I allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in this document. I agree to be bound by the terms of this document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

________________________________________________________________________
Signature of Minor Participant’s Parent/Guardian  Date

________________________________________________________________________
Minor Participant’s Name