



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, or an essential function you're your job description, complete Defensive Driver Training. This course is good for four years from date of completion. There are two available options:
 - CSU Learn. This training takes 60 minutes. To access: Go to My Sac State / Employee Center / CSU Learn / Search field "Defensive Driving" / Select "Defensive Driving Fundamentals."
 - Log on to [LearnerWeb](#). Select Course Catalog. In search field, enter "defensive driving." Click on "Launch" for Defensive Driving Fundamentals (60 min). Complete course. Print out certificate of completion at the end of the course.
- 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 a 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, certify, and maintain the following:

1. Must be 18 or older. Drivers under 18 may not drive on university business (SAM MM 04-13).
2. Possess and maintain a valid and appropriate State Driver's License (foreign licenses are not permitted).
3. Maintain a good driving record*.
4. Signature below authorizes enrollment in the DMV's Employee Pull Notice (EPN) Program. Risk Management Services (RMS) reviews the driving record every year and will consult with supervisors if there are multiple adverse driving violations or accidents.
5. Complete the CSU approved Defensive Driving Fundamentals, if applicable. Online training is available. 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. 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.
8. An employee must be authorized to drive their privately-owned vehicle by submitting and renewing [STD 261](#) on a yearly basis.
9. Employees are required to carry minimum automobile liability insurance as required by the State of California. Mileage reimbursement includes an amount to maintain minimum insurance coverage.
10. When university employees rent a vehicle under the State of California car rental agreement, they are covered by an insurance policy provided by the car rental agency.
11. Report all accidents to Risk Management Services (RMS) immediately.

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 hereby release and waive any claims against the State of California, the CSU and Sacramento State 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 not been involved in more than two motor vehicle accidents (or any combination of the two thereof) during the past twelve-month period.

Driver 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 (VOA) application. This form provides appropriate authorization and acknowledgment that driving records will be reviewed through the DMV Employer Pull Notice Program.
2. If an employee desires to drive a privately owned vehicle on University business, STD 261 form (Authorization to Use Privately Owned Vehicles on State Business) must be filled out and signed by a supervisor. This form is to be recertified annually.
3. Drivers with Out of State Licenses must obtain and provide a driving record from their state every year OR get a California State Driver’s License. Foreign licenses are not permitted.
4. All drivers who drive on University business more than once a month or twelve times a year (Frequent Drivers) are required to complete Defensive Driver Fundamentals training course every four years. This course is accessible through MySacState/ Employee Center/ CSU Learn OR CSUS EHS Safety Training (LearnerWeb) <http://www.csus.edu/aba/ehs/employee-training.html>
5. All drivers who drive on University business using a golf cart, whether on the inner campus or not, must complete the University’s Golf Cart Safety Training. This course is accessible through LearnerWeb.
6. 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: 5 mph.
 - d. The speed limit anywhere on campus with pedestrians present: the pedestrian’s speed plus one mph
 - e. Park in designated or assigned areas as to not obstruct pedestrians, doorways, or fire zones.
7. Maintenance and safety inspections, as well as dispatch and checking out of University owned vehicles, are the responsibility of Facilities Services.
8. Program Center Managers, College Deans, Chairs, and Department Directors:
 - a. have responsibility for identifying which positions require driving as an essential job function.
 - b. shall not permit unauthorized employees to drive on University business. Managers can verify an employee’s driving status with RMS.
 - c. will be notified by RMS when enrolled employees have records that are questionable.

University Driver Authorization Process (DAP)

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

Print Name

Signature: _____ Date: _____