



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