

Non-Employee Student / Volunteer Driver Authorization Checklist

Forms:

- Complete and sign the Application for [Vehicle Operation Authorization \(VOA\)](#). **The driver's supervisor must sign this form, too.**
- Read, understand, and sign the [Driver Authorization Process \(DAP\)](#).
- When driving a privately owned vehicle (not state/university-owned), complete the State of California [STD 261, Authorization to Use Privately Owned Vehicles on State Business](#). **The driver's supervisor must sign this form, too.**
- If not employed by the University, complete a [Volunteer Registration Form](#) for Human Resources.

Trainings:

- To access the [Defensive Driver Program training](#), labeled "Driving Safely, Driving Smarter," please click on this [link](#) or go to MySacState / Employee Center / CSU Learn / Search field "[Defensive Driver Program](#)" / Click on the title / Click on REGISTER / Click on START
- If driving a golf cart on the inner campus, complete the [Sacramento State Golf Cart Safety Training](#). To access the Golf Cart Safety training, please click on this [link](#) or go to MySacState / Employee Center / CSU Learn / Search field "[Sacramento State Golf Cart Safety Training](#)" / Click on the title / Click on START
- For students who do not have access to CSU Learn, the [golf cart safety training](#) has been added to Canvas. The certificate must be printed and attached to the driving paperwork.

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