



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, 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 OR drive a University-owned vehicle are required to complete the CSU approved defensive driving training, if applicable, through the CSU Learn on MySacState. Training is valid for 4 years and must be repeated thereafter.
5. All drivers who drive on University business using a golf cart, whether on the inner campus or not, must complete the Golf Cart Safety Training, if applicable. Online training is available through the CSU Learn on MySacState and must be retaken every four years.
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. The speed limit anywhere on campus with pedestrians present: the pedestrian’s speed plus one mph
 - d. 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.

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

Print Name

Signature: _____ Date: _____