



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 training, if applicable, through the CSU Learn on MySacState. Training is valid for 4 years and must be repeated thereafter (SAM 0751).
6. 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.
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 personal vehicle by submitting and renewing STD 261, Authorization to Use Privately Owned Vehicles on State Business 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