

## Homecoming Driver Authorization Checklist

### Current Sac State Students

1. Email Leha Hawkins ([hawkins@csus.edu](mailto:hawkins@csus.edu)) indicating that you would like to drive a golf cart for the Homecoming parade. Include the organization/hall that you will be driving for.
2. You will receive volunteer paperwork from Acrobat Sign sent to your CSUS email that you will need to follow instructions to complete.
3. All golf cart drivers complete Golf Cart Safety Training by clicking the [Sacramento State Golf Cart Safety Training](#) in CSU Learn.

### Current Sac State Employees

1. If you believe you are already in the driver database, you can contact Susan Colley-Monk, [susan.colley-monk@csus.edu](mailto:susan.colley-monk@csus.edu) to verify paperwork and/or golf cart safety training.
2. If you are a new driver, please utilize the new Adobe Acrobat Sign workflow for the [New Driver Packet](#), which includes the required Vehicle Operation Authorization (VOA) and Driver Authorization Process (DAP).
3. All golf cart drivers complete Golf Cart Safety Training by clicking the [Sacramento State Golf Cart Safety Training](#) in CSU Learn.

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