

Report on Driving Safety / Program Overview

Driving on University Business

1. The Office of Risk Management is responsible for administering the Driving on University Business program.
2. Drivers are registered with Risk Management, and are enrolled in the DMV's Employer Pull Notice program.
3. Driving on university business occurs when an employee operates a personal vehicle, a state-owned vehicle, or rents a vehicle through Enterprise.

Who Drives on University Business?

1. Drive to meetings and training on or off-campus.
2. Engage in business for your department.
3. Operates any University-owned vehicle, or rents from Enterprise Car Rental.

Forms and Training Requirements

1. Two mandatory forms are the Vehicle Operation Authorization (VOA) and the Driver Authorization Process (DAP).
2. Conditional – the STD 261, Authorization to Use Privately Owned Vehicles on State Business. Both the driver and supervisor are required to renew this form yearly.
3. The CSU requires Defensive Driver Training for drivers that drive more than once/month or 12 times a year. This requirement is mandatory for anyone that drives a University-owned vehicle.

Driving Records

1. The DMV sends updates to driving records every year, or when there is an infraction.
2. Drivers with out-of-state licenses must provide their driving record from their respective state every year.

Insurance

1. The State of California administers the Motor Vehicle Liability program for the University. This insurance coverage is considered secondary, and not primary, when driving a personal vehicle.
2. The Motor Vehicle Liability program is for the liability above the limit of the employee policy. Mileage reimbursement includes an amount for maintaining minimum insurance coverage.
3. Vehicles owned by the university or rented through Enterprise are covered through the State.

Data Security

1. Security measures are in place to prevent unauthorized access to any DMV data. Hard copies are secured in locked drawers in a locked office.
2. Records are only accessible to the Director of Risk Management and Risk Management Analyst.
3. DMV information is deleted and destroyed when no longer needed.

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Adverse Driving Report

1. When unfavorable information is sent by the DMV, the managing supervisor is made aware of the situation.
2. The driver must cease driving on behalf of the University until the matter has been resolved.

Future Audit

1. Periodic email notifications are sent to drivers when information needs to be updated (DL expiration, STD 261 update, or retake DDT)
2. A statement is included to respond to the email or notify RMS if they are no longer driving on University Business to be removed from the database and DMV EPN Program.