



Becoming an Approved Sport Club Driver

Contents

- Students 1
- Steps Summarized 1
- Step 1: Complete the Sport Club Driving Packet..... 1
- Step 2: Complete the Defensive Driver Training3
- Step 3: Complete Driving Info on DSE.....3
- Step 4: Become Approved to Drive4

Students

In order to drive on University Business to/from sport club competitions, students must become approved drivers through the University Driver Approval Process.

If you have any questions or need assistance with the process, please reach out to the Sport Clubs Program Advisor at jaclyn.crouch@csus.edu or on Microsoft Teams.

Steps Summarized

1. Complete the Sport Clubs Driving Packet
2. Complete the Defensive Driver Training on CSU Learn (if needed)
3. Complete Driving Info on DSE
4. Receive Approval to Drive

Step 1: Complete the Sport Club Driving Packet

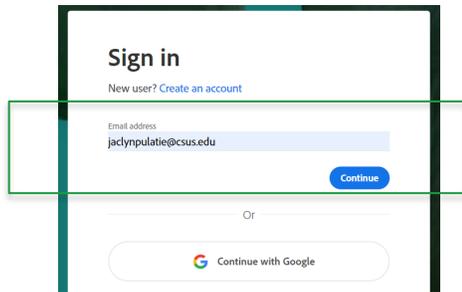
1. Watch this how-to video first:
<https://www.awesomescreenshot.com/video/19047557?key=ada0630a5f79cb85f535b125fc12dd6b>

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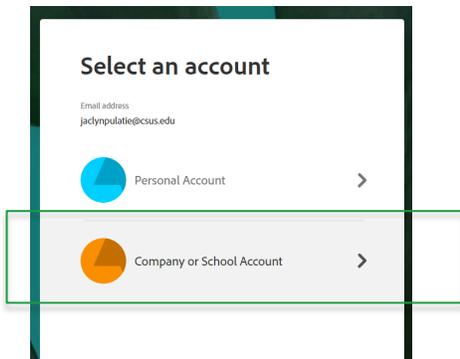
2. Visit:

https://na2.documents.adobe.com/account/customComposeJs?workflowid=CBJCHBCAABAAc6_CrT5wbb7q4TYLNy_BsWxIj0G8KZVH

a. Enter your CSUS Email address



b. Select "company or school account"



c. Log in with your CSUS Credentials

d. Fill out the following information so that it matches the image below (also explained in the video):

- i. Place **"myself"** in both student email boxes (green boxes)
- ii. Place **"HR"** in the group box (orange box)

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HR_Sports Club Volunteer Driver Packet

How this workflow works?

Complete required fields to initiate the workflow. If you need further assistance, please review the guidance materials:

https://www.csus.edu/administration-business-affairs/human-resources/employment-services/_internal/_documents/volunteer-driver-acrobatsign-

Recipients

Student's Email*

Myself Email

Supervisor's Email*

joshms@csus.edu Email

Please type "HR" in the Recipient Group*

HR

hr-empservices@csus.edu Email

rklewis@csus.edu Email

jaclyn.crouch@csus.edu Email

Enter recipient email

Please Re-type student's email address*

Myself Email

3. Click "send" to start the packet
4. Fill out all of the required information and click submit

Step 2: Complete the Defensive Driver Training

1. After HR processes your paperwork – information on how to complete the Defensive Driver Training will be sent back to you via Adobe Sign
 - a. If you have already completed the defensive driver training within the last 4 years – add your completion date to the form and submit
 - i. [Click here to find your completion date](#)
 - ii. If you need assistance please email jaclyn.crouch@csus.edu
 - b. If you have not yet completed the defensive driver training:
 - i. Follow the instructions on the document
 - ii. Complete the training
 - iii. Add your completion date and submit

Step 3: Complete Driving Info on DSE

1. Visit <https://csus.dserec.com/online/clubsports> and access your membership application by selecting "Registration" for the sport club you want to become an approved driver for.
2. Go to the "Driver Info" tab



3. Select "Yes" for "**Are you interested in becoming an approved driver?**"
4. Review the information and complete the CSU Volunteer Driver Application/Declaration
5. Add your car make/model and license plate number to the required boxes
6. Scroll back up to the top and select the **Documents** tab
7. Upload your drivers license and car insurance & add their expiration dates
8. Click "**Save**"

Step 4: Become Approved to Drive

After all of these steps are completed, Risk Management will check your driving record with the DMV and Sport Clubs Staff will process all your driving documents. Once all are processed and approved your DSE application will be updated to indicate that you are an approved driver.