

Criteria for Driving On University (State) Business

1. Driver must be a University Employee:

- Faculty, Staff, Student Assistants in a state funded pay status.
- All others are not authorized to drive university vehicles

2. Driver must possess valid California Driver's License or be in the renewal process.

3. Driver must participate in the DMV Pull Notice Program:

- It is the policy of California State University, Fresno to promote and facilitate a comprehensive state vehicle driver's training program while minimizing the risk of injury to its employees and financial loss to the State of California, the Trustees of the CSU, the University, their officers and representatives.
- This is accomplished by requiring employee participation in a certified training program, by tracking employee participation, and by participating in the Department of Motor Vehicles (DMV) Employer Pull Notice program. The Employer Pull Notice program is key to maintaining the safety of our drivers and campus community.

4. Driver must complete a CSU approved defensive driving course and have a good driving record:

- If a review of the employee's record indicates an accumulation of three violation points, as valued and enumerated on the "DMV Negligent Operator Count Sheet" within the last year, the employee will be placed on warning status. Warning status employees are required to attend a Defensive Driver training course regardless of past attendance.
Risk Management/Environmental Health and Safety office will notify the employee's supervisor of their status in this case.
- Employees accumulating six violation points as valued and enumerated on the "DMV Negligent Operator Count Sheet" within the last three years are ineligible to operate a state vehicle or cart and their supervisor and the Human Resource Manager will be notified of their status. Drivers with revoked licenses are also ineligible to operate a state vehicle or cart.

5. University Vehicles shall only be used in the conduct of University or State business:

- This means only when driven in the performance of, or necessary to, or in the course of, the duties of University employment.
- University vehicle is defined as a self-propelled vehicle that is owned, leased, or rented by the University of any State Agency.

Items to Consider when Driving on State Business:

Misuse of University Vehicles (includes but not limited to):

- Driving a University vehicle without proper authorization
- Driving without a valid California driver's license or appropriate class for type of vehicle being driven
- Permitting non University employees to drive a University vehicle Non-compliance with traffic/motor vehicle laws and regulations Unsafe practices including not wearing safety belts
- Falsification of records or forms relative to the use of vehicles
- Improper storage of parking of University vehicle
- Personal use or allowing non-authorized persons to drive University vehicle
- Failure to comply with any regulation, or policy associated with the use of University vehicles

Employees misusing University vehicles are liable for the costs of misuse incurred by them or consented to by them. They are also subject to disciplinary action by the campus.

Use of privately owned vehicles to conduct official University business

- Driver must complete an AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON STATE BUSINESS CERTIFICATION and file it with the travel clerk in the accounting department.

Motor vehicle accidents

- Make no comment or statement regarding the accident to anyone except police, other state officers or employees, or an identified representative of the state's contract adjuster, Adjustco, Inc.

Report all communication regarding claims, including summons or complaints, to the University Risk Management Office (559) 278-7422 at mail stop #PO 140.

- If bodily injury or significant property damage is incurred by a third party (non-State) call the following immediately:

Weekdays	(916) 322-0459	
Weekends	(916) 322-8967	Leave voice mail message
Always	(559) 278-7422	University Risk Management Office
- After calling one of the first two phone numbers, the URM must always be called.
- All vehicle accidents will be reported on Standard Form 270 by the University driver and submitted to the University Risk Management Office at Mail Stop #PO 140.

The driver's immediate supervisor will be required to complete a Standard form 274 and submit it to the University Risk Management Office at Mail Stop #PO 140.

Motor vehicle liability insurance:

- Auto liability self-insurance is administered by The State Department of **General Services**, Office of Risk and Insurance Management (ORIM). ORIM responds to claims of bodily injury and/or property damage of third party individuals that occur during official University use. Evaluation and payments of claims will be made by ORIM following statutory guidelines of the California Vehicle code and other Statutory and common law principles.
- This program protects any employee of the University against all auto liability claims while operating a state owned vehicle in the **course and scope** of employment.
- Employees renting a vehicle under the state of California car rental agreement are covered by an insurance policy provided by the car rental agency as a provision of the state contract.
- An employee's personal automobile insurance policy is the primary coverage for liability and damages in the event of accident while on state business under the following circumstances:
 - The employee is driving his/her personal vehicle
 - The employee has rented a vehicle from an agency other than the state vehicle contract agency
 - The employee has failed to obtain a "non-availability" slip from the state contract vehicle agency before proceeding to a non-state contract rental agency

The Auto Liability Self Insurance Unit does not provide for loss or damage to vehicles owned by the CSU, or state, or to privately owned vehicles used on CSU or state business. It is designed to provide reimbursements to third parties only (when an accident is the fault of the state driver) and not state or University employees, their vehicles, and University and state vehicles.

If you have any questions regarding this policy, please contact the Manager of University Risk Management at 559.278.7422.

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