

State Vehicle Driver Program

April 13, 2015

1.0. PURPOSE:

To establish a program that represents California State University, Los Angeles policy governing employee use of vehicles on state business, domestic travel and University sponsored field trips. An effective State Vehicle Driver Training program establishes a quantifiable method of tracking employee participation and ensures compliance with state mandates.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, excluding auxiliary organizations, as appropriate.

3.0. REFERENCES:

- 3.1. THE CALIFORNIA STATE UNIVERSITY, Use of University and Private Vehicles Policy Guidelines.
- 3.2. California State University Risk Management Technical Letter RM 2012-02.
- 3.3. Cal State L.A. Risk Management Policy – Section 7.4.1.
- 3.4. Cal State L.A. Administrative Procedure 500.

4.0. POLICY:

It is the policy of California State University, Los Angeles (Cal State L.A.) 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/attendance, and by participating in the

Department of Motor Vehicles (DMV) Employer Pull Notice program (via the Virtual Private Network [VPN]).

5.0. DEFINITIONS:

- 5.1. Risk Management Technique --a proven/experimental loss prevention strategy and/or risk transfer approach designed to take an already identified potential risk or liability and apply systematic measures to reduce or eliminate its financial, property, or human loss.
- 5.2. Risk Identification --method by which risk exposures are continually assessed to identify potential loss and liability sources. Source examples are: employee/student travel, state vehicle use, hazardous materials management, claims management, contracts, public/occupational safety, educational programs, youth programs, non-University use of facilities, event planning, and construction.
- 5.3. Risk Assessment --the evaluation of identified loss and liability exposures and their impact to the University.
- 5.4. Injury and Illness Prevention Plan (IIPP) --established a program for the protection of students, faculty, staff and visitors from potential hazards and/or conditions which may compromise the safety and health of our campus community.
- 5.5. University Employees --those persons who have completed all prerequisites to CSU employment which includes: CSU faculty, staff, and student assistants, and persons on volunteer status.
- 5.6. University Vehicles --campus maintained or leased vehicles to provide transportation for employee use in the performance of their duties.
- 5.7. Active Status --California driver in good standing; non-negligent operator.

- 5.8. Restricted Status --Negligent operator. Consists of a review of the driving record to determine and consider the severity of the violations which sanctions use of driver's license for employment purposes during specific hours of employment. Restrictions may be imposed for employment and non-employment incidents/accidents.
- 5.9. Prohibited Status --Negligent operator whose state driving privilege is suspended or revoked.
- 5.10. Volunteers –Those persons who perform work or provide services to the University, without financial gain, whether on a long- or short-term basis for event specific assignments.

6.0. RESPONSIBILITIES:

6.1. The President will:

- 6.1.1. Develop and implement campus risk management policies and procedures in accordance with CSU.
- 6.1.2. Delegate administration of this procedure to the Risk Management & EHS Director.

6.2. The Risk Management & EHS Director will:

- 6.2.1. Coordinate involvement with appropriate levels of management at the University to effectively reduce and/or eliminate the risk or exposure to the campus.
- 6.2.2. Serve as the primary or alternate designated campus representative on the California State University Risk Management Authority (CSURMA) Board of Directors.
- 6.2.3. Determine who meets the qualifying definition of a

university employee, who will be authorized to drive on official university or state business, and the types of vehicles they are qualified to use.

6.3. The Risk Management Analyst will:

- 6.3.1. Develop a systematic method of tracking employee participation in the State Vehicle Defensive Driver Training program.
- 6.3.2. Coordinate with Business Financial Services in regard to travel reimbursements.
- 6.3.3. Ensure receipt of proper documentation required for participation in the Department of Motor Vehicle (DMV) Employer Pull Notice Program.
- 6.3.4. Ensure prompt reporting of motor vehicle accident (Appendix 01) and post-accident review by a safety coordinator and/or supervisor (this includes completion of the Supervisor's Report of Vehicle Accident – see Appendix 02).
- 6.3.5. Issue instructions, guidelines, and provide clarification on policies and procedures related to travel on state business.
- 6.3.6. Establish criteria for proper travel for state business using the following:
 - 6.3.6.1. Ensure employee is in an active, state-funded pay status or in volunteer status.
 - 6.3.6.2. Obtain written approval via Form 261 as authorized by the Use of University and Private Vehicles Policy Guidelines.
 - 6.3.6.3. Employee and/or volunteer has satisfactorily completed a CSU approved

defensive driving course, has registered with the Risk Management Office and maintains a good driving record (see Appendix 03).

- 6.3.6.4. Establish a State Vehicle Driver Program record that will contain documentation for registered participant(s).
- 6.3.6.5. Ensure that employee and/or volunteer has a valid California driver license.
- 6.3.6.6. Ensure that out-of-country visiting faculty possess a valid United States driver license.
- 6.3.6.7. Ensure that the driver is familiar with all applicable changes to the California Vehicle Code.
- 6.3.6.8. Ensure that certification (Form 261 – Authorization to Use Privately Owned Vehicle – see Appendix 04) is signed before authorization to drive is given.
- 6.3.6.9. Ensure employee participation in a State Defensive Driver Training course at least once each four years.

6.4. University Management (Supervisors, Managers, Department Chairs, Directors, Deans, & Vice Presidents) will:

- 6.4.1. Plan, assign, monitor, and evaluate the work activities of State personnel with regard to travel assignments, in accordance with established University, CSU, State of California, and Federal requirements. All work assignments regarding travel on state business shall be facilitated in a manner which minimizes the risk and liability to the University, while fulfilling the

administrative and instructional goal(s) of the institution.

6.5. Employees will:

- 6.5.1. Participate in and attend a State Vehicle (vehicle/van) Defensive Driver Training program at least once every four years.
- 6.5.2. Perform the duties and tasks of their position in a manner that presents the lowest risk and exposure to themselves and the University.
- 6.5.3. Become knowledgeable of and submit all required documentation, adhere to risk management-related standards, guidelines and regulations that pertain to their work assignments.
- 6.5.4. Report (to the Risk Management & EHS Office) any vehicle related accidents while conducting State business or any activity that presents an undue risk and/or liability to the University.
- 6.5.5. Register with the Risk Management & EHS Office if their work demands require the use of a vehicle in the performance of their job duties.

7.0. PROCEDURES:

7.1. State Vehicle Driver Program:

- 7.1.1. Record the names, (CA) drivers license number, submission of a State Form 261, department affiliation and date of attendance in a defensive driver training class.
- 7.1.2. A bi-annual record of driving performance shall be obtained through the DMV Employer Pull Notice program.

7.1.3. A record of certification card issuance by the RM/EHS Office Training Coordinator shall be maintained in an established employee database.

7.2. Driving Record

7.2.1. Establish driving record review process, to include;

7.2.1.1. Bi-annual review of driving record.

7.2.1.2. Evaluation of DMV report when a person's driving record or action(s) give cause for doubt on ability to drive safely.

7.2.1.3. Criteria (DMV) to determine suspension, includes:
4 points in 12 months OR
6 points in 24 months OR
8 points in 36 months

7.2.2. Determine driving eligibility based on the driving history and his/her compliance with DMV standards.

7.2.2.1. Active Status:

(a.) Valid California Driver's License.

(b.) Less than 4 points in 12 months, or less than 6 points in 24 months, or less than 8 points in 36 months.

7.2.2.2. Restricted Status (any one of the following):

- (a.) Restricted use of California Driver's License.
- (b.) A Driving Under the Influence (DUI) conviction within the last 12 months.
- (c.) A vehicular felony conviction within the last 12 months.
- (d.) At fault vehicular accident while on State business within the last 12 months.

7.2.2.3. Prohibited Status (any one of the following):

- (a.) Revoked or suspended California Driver's License.
- (b.) 4 or more points in 12 months; or 6 or more points in 24 months; or 8 or more points in 36 months.

7.3. Authorization To Use Privately Owned Vehicles

7.3.1. Campus management is responsible for authorizing persons to drive privately owned vehicles to conduct official university or state business.

7.3.2. Certification is required, prior to

granting authorization, in writing ensuring that the person has the following:

- 7.3.2.1. Liability insurance in the following amounts:
 - 7.3.2.1.1. \$15,000 Personal injury to, or death of, one person;
 - 7.3.2.1.2. \$30,000 for personal injury to, or death of, two or more persons in one accident, and
 - 7.3.2.1.3. \$5,000 for property damage.
- 7.3.2.2. Coverage adequate for the work to be performed;
- 7.3.2.3. A vehicle equipped with safety belts in operating condition;
- 7.3.2.4. A vehicle in safe mechanical condition as required by law; and
- 7.3.2.5. An approved current year Certification statement (STD Form 261) signed by an Authorized person on file with the Business Financial Services Office (see Appendix 04).

7.4. Authorization to Use State Vehicles

7.4.1. All requirements identified in Section 7.3 above apply to this section, in addition to:

7.4.1.1. Authorization to drive a State vehicle comes from the Risk Management & EHS Office, and upon successful completion of the program requirements, the area supervisor for a department authorizes use of particular State vehicles aligned within their function and duties.

7.4.1.2. Discrepancies reported to the University from the DMV VPN related to suspension or revocation of driving privileges will be monitored by the RM/EHS Office and reported to department supervision on the restricted status of an individual's driving privileges.

7.4.1.3. Any misuse of University vehicles as defined in the CSU Guidelines document shall be cause for consideration of revocation of driving privileges by the RM/EHS Office.

7.4.1.4. Other requirements that employees driving a State vehicle must adhere to in the CSU Use of University and Private Vehicles Policy Guidelines handbook must also be complied with. These include vehicle use documentation, vehicle repair/warranty protocols and general operator inspections. Further guidance should be obtained from the University administrative procedure 500.

7.5. State Vehicle Driver Program Process:

7.5.1. Employees new to the program are required to complete and/or submit the following:

- 7.5.1.1. State Vehicle Driver Program Training Enrollment Form (Reference Appendix 03).
- 7.5.1.2. Authorization to Use Privately Owned Vehicle (STD 261), if driving a personal or rental vehicle for State business.
- 7.5.1.3. Register and attend the Cal State L.A. approved Defensive Driver Training (classroom or online).

8.0. APPENDICES:

- Appendix 01 [Motor Vehicle Accident Report](#)
- Appendix 02 [Supervisor's Report of Vehicle Accident](#)
- Appendix 03 [State Vehicle Program Enrollment Form](#)
- Appendix 04 [STD Form 261 – Authorization To Use Privately Owned Vehicle](#)