



Defensive Driving Training Class Schedule:
www.calstatela.edu/univ/ehs/rm/rm_train.htm

All campus training will be held at:

Institute for Applied Gerontology

Salazar Hall, Conference Room C-98
5151 State University Drive
Los Angeles, CA 90032

Additional links of interest:

CSU Chancellor's Office –
Use of University and Private Vehicles
www.calstate.edu/HRAdm/Policies/csumv_policy_guideline.pdf

Department of General Services –
Office of Risk and Insurance Management
www.orim.dgs.ca.gov/default.htm
(click on 'Training')

Department of General Services –
Office of Risk and Insurance Management;
Accident Report Forms
www.documents.dgs.ca.gov/orim/std268s.pdf

Office of Risk and Insurance Management (ORIM):
Web page on Defensive Driver Training
www.orim.dgs.ca.gov/Publications/default.htm

Department of Motor Vehicles:
Driver License Information
www.dmv.ca.gov/dl/dl.htm

Off-site Southern California
Defensive Driver Training
class venues Web address:
www.training.dgs.ca.gov/
(requires registration)



State Vehicle Driver Program



Risk Management Office
Administration, Room 301
5151 State University Drive
Los Angeles, CA 90032
(323) 343-3534
[www.calstatela.edu/univ/ehs/
risk_man.htm](http://www.calstatela.edu/univ/ehs/risk_man.htm)

State Vehicle Driver Program

The Office of Risk Management is responsible for ensuring that Cal State L.A. employees receive adequate and effective driver safety instruction for official state business travel. Our objective is to reduce the number and severity of vehicle collisions.

Risk Management works with the Department of General Services to provide on-campus training dates, venues, documentation and guidance to employees. The training program is also offered to other state entities and public organizations from off-site locations.

The three-and-a-half hour training course illustrates safe driving techniques through video, lecture, test and personal experience. Classes are offered once per quarter. **All state employees (including student assistants and persons designated as volunteer employees) who drive while on official state business are required to attend and successfully complete the Defensive Driver Training Program. Attendance is mandatory at least once every four years (for van drivers, every three years).** Training completion satisfies state requirements. Participants receive a wallet-size completion card valid for four years (a copy of which is requested to be placed in a training history file). Registration in the program ensures that the University has exercised its responsibility under the State vehicle program. Failure to do so could affect coverage by the State vehicle insurance policy.

What is required for successful completion of the program?

The process of enrolling in the State Vehicle Driver program is an easy one. Participants must complete the State Vehicle Driver Program Form online at www.calstatela.edu/univ/ehs/rm_forms.htm and an Authorization To Use Privately Owned Vehicle Form 261} at www.calstatela.edu/univ/ehs/rm_forms.htm. They must also provide a valid California driver's license number and proof of private vehicle insurance. Employee is advised to reserve a space with the campus Reservations Coordinator in the Risk Management Office prior to attending courses. To ensure seating, arrive approximately ten minutes before the start of class as no late arrivals will be admitted. Completed forms and documentation should be returned to the Risk Management Analyst, mail code 8570-05. Forms may also be faxed to (323) 343-3464. Form 261, like your private vehicle insurance, requires annual renewal. As mentioned above, this documentation is kept in a secured participant training-history file in the Risk Management and Environmental Health and Safety Office.

To further ensure the safety of our employees and the general driving public, employees are entered into a Employer Pull Notice Program coordinated with the Department of Motor Vehicles (DMV). The Program promotes driver safety through the ongoing review of driver records. Benefits to Cal State L.A. include assistance in determining if each driver has a valid California driver license, identification of driving behavior problems, and, most importantly, reduction of liability and risk exposure.