

Driving on University Business Procedure

Operation of:	For the Purpose of:	Who needs to have authorization:
Any University owned, leased or rented vehicle* and any personally owned, leased or rented vehicle	Operating a vehicle to transport yourself or others, equipment, materials, animals or to move the vehicle to fulfill your University work responsibilities	All employees, i.e., staff, faculty, state student assistants, University Volunteers, who operate any vehicle on University business**. NOTE: Corporation, ASI, Foundation employees & student assistants must also complete the RM Form V-1.

To operate vehicles on University (state) business, you must:

1. Complete a **REQUEST TO OPERATE VEHICLES ON UNIVERSITY (STATE) BUSINESS** http://www.afd.calpoly.edu/ehs/docs/Request_To_Operate_State_Vehicle.doc
2. Attach a readable photo copy of your **CURRENT VALID CA OR OTHER STATE DRIVER'S LICENSE** to the Request form.***
3. Deliver or send the completed form to Environmental Health & Safety, Building 80.
4. If you drive a personally owned, leased or rented vehicle and will be using this vehicle on university business, you must also complete an **AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS FORM 261**. THIS FORM IS RETAINED IN YOUR DEPARTMENT. PLEASE DO NOT SEND TO ENVIRONMENTAL HEALTH & SAFETY. (http://www.documents.dgs.ca.gov/sam/pdf/0700_04.pdf).

Once you have completed steps 1-4, you are temporarily authorized to operate a vehicle on University business until all the requirements have been completed.

NOTE: If forms are received incomplete, they will be returned to the department. Until completed and received by Environmental Health & Safety, employees are not authorized to operate vehicles on university business. Should an incident occur prior to receiving the completed forms, departments may be liable for any damages or costs associated with the incident.

5. Complete the web based **Driver's Training Course** and any specialized training by the authorizing department for the operation of specific vehicles. You will receive instructions on how to complete this training after you have submitted the above items.

After completed forms are received, Environmental Health & Safety will:

1. Obtain your DMV record information for review.
2. Set up web based **Driver's Training Course** by:
 - o Notifying you via a memo sent to your department with instructions to log on to the **web based Driver's Training Course** and complete the instruction and test, if driving on university business at least once a month regularly throughout the fiscal year. (Renewable every 4 years)
3. Notify your supervisor via email:
 - o If you do not pass the driver's training course or
 - o If your driving record is does not meet CSU requirements.

A person is legally authorized to drive a vehicle on University (state) business, upon successful completion of all the steps above.

PERSONS WHO OPERATE UNIVERSITY (STATE) VEHICLES OR DRIVE ON UNIVERSITY BUSINESS WITHOUT PRIOR AUTHORIZATION MAY BE PERSONALLY LIABLE FOR ALL RESULTING COSTS AND CLAIMS.