



California Polytechnic State University San Luis Obispo

Risk Management

Driver Safety Policy and Procedures

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1.0 Driver Safety Policy Information

1.1 Policy Statement

Vehicles driven on Cal Poly San Luis Obispo (“University”) business shall be operated in a safe manner, in compliance with applicable rules and regulations. Only properly qualified and authorized persons may drive on University business. University vehicles may only be used for official, authorized purposes; personal use is prohibited. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended or revoked.

1.2 Purpose

The purpose of this document is to establish University policy for driving on official University business, and to define the procedures in place to minimize the potential for accidents and losses. Vehicle operation represents a significant source of potential loss exposure for the University. Accidents can result in losses arising from injuries to employees or others, and property damage to University vehicles and private property. This document also defines the framework for University compliance with the California State University (CSU) Fleet Safety Policy.

Definition of University Business: University activities that are directly related to any academic, business, executive, administrative, or support function of the University.

Definition of Driving on University Business: only when driven in the performance of, or necessary to, or in the course of, the duties of University employment.

Definition of University (CSU) Employees: “University employees” are defined as those persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff, and student assistants and persons on appointed volunteer status. Persons who are not “University employees,” are not authorized to drive University vehicles. This includes students (unless appointed as volunteers or employees). Members of the Board of Trustees, as officers of the University, are authorized to drive University vehicles.

1.3 Applicability

This policy is applicable to operation of any vehicle on University business by any authorized driver. This includes University owned vehicles, personal vehicles, rental vehicles, leased vehicles, and/or vehicles on loan to the University for official business. This policy is also applicable to any person that is authorized to drive on University business, including faculty, staff, students, or volunteers. University vendors and/or contractors are not authorized to drive on University business and are not subject to this policy.

1.4 Responsibilities

- a. Administrators, managers, and supervisors are responsible for ensuring that only properly qualified and authorized individuals are allowed to drive vehicles in support of University programs and activities under their direction and control.
- b. Administrators, in addition to the above, are responsible for assigning responsibility for (a) fleet safety and compliance with the provisions of this policy within their respective units, and (b) allocating appropriate resources for maintenance and repair of vehicles under their inventory control.
- c. Drivers are responsible for operating vehicles on University business in a safe and courteous manner at all times, and for complying with all provisions of this policy (See Section 3.1). Drivers have specific responsibilities to only drive on University business when properly authorized, and to immediately notify supervisors of accidents, injuries, loss of license, etc. as outlined in this document.
- d. Risk Management (RM) Department is responsible for providing coordination and oversight for the University's Driver Safety Program, including the following:
 1. Maintaining the University Driver Safety Policy current with applicable state rules, regulations, and industry fleet safety practices.
 2. Providing or identifying driver safety training programs to meet the needs of the campus community.
 3. Maintaining a registration database of authorized University drivers.
 4. Coordinating driving record review of drivers.
 5. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
 6. Coordinating insurance claims for losses involving University vehicles.
 7. Coordinating a vehicle accident review committee.
- e. Facilities Management (Fleet Services) is responsible for the following:
 1. Maintaining the fleet of University vehicles for official use by performing annual safety inspections and appropriate repairs are made for all University vehicles.

2.0 Driver Qualifications

At a minimum, a driver must be an officially employed staff or faculty member, enrolled student, or be an officially appointed volunteer. Student employees will not be considered employees under this policy. Driver's must possess a non-expired Driver's License from any of the 50 United States. United States territories and excluded.

2.1 Driver Registration

All drivers for Cal Poly San Luis Obispo must:

- a. Meet minimum qualifications as outlined below.
- b. Be authorized by a University department or program.
- c. Complete the online registration process and receive written approval prior to driving on University business.

Individual University departments are responsible to ensure that employees, students, and volunteers who are required to drive on University business complete the application process and are approved by RM before they are authorized to drive.

RM maintains the University database of registered drivers. Periodically and/or upon request, RM will provide a list of all currently registered drivers for an individual department or unit.

2.2 Minimum Age and Experience Requirements

The following minimum age and experience requirements apply to all individuals (employees, students, and volunteers) authorized to drive any vehicle on University business:

- a. Drivers of standard vehicles (sedans, pickups, golf carts, etc., that do not require special licensing) must be at least **18** years of age **and** have been licensed for a minimum of **two years** prior to driving on University business. A California Learner's Permit may be substituted for up to 6 months driving experience.
- b. Drivers of high occupancy vehicles (HOVs as defined in Section 4.0) must be at least **19** years of age **and** have been licensed for a minimum of three years prior to driving HOVs on University business.
- c. Drivers who require a Commercial Driver's License (CDL) (Class A, B, or C per California statutes) to perform their job duties for the University must be at least **21** years of age **and** have been licensed for a minimum of **three years** prior to driving in a CDL capacity on University business. CDL drivers must comply with applicable requirements for medical certification and drug testing.
- d. Drivers of rental vehicles must be at least 21 years of age.

2.3 Driver Licensing Requirements

- a. University employees (faculty, classified staff, appointed volunteers) who drive on the job must have a valid California Driver's License, of the classification appropriate to the type of vehicle being driven (typically Class C).
- b. Students (including student employees) and volunteers who have California residency and who drive on University business are required to have a California Driver's License.
- c. Foreign Driver's Licenses and International Driver's Licenses are not acceptable for driving on University business. Individuals with non-U.S. driver's licenses must obtain a California Driver's License prior to driving on University business.
- d. Per California statutes, non-resident drivers residing in California for 365 days or less are not considered California residents and are not required to obtain a California Driver's License, even if employed. Non-resident drivers meeting these criteria, and who are required to drive on University business must meet the following additional requirements:
 1. Must have a valid license from another U.S. state or territory that is recognized in California.
 2. Must provide a current copy of their driving record from the state where their license is issued that covers the previous 24 months, or their total licensed period, whichever is less. If driving for a University department or program, the cost to obtain the out-of-state driving record is the responsibility of the license holder or applicable department or program. Information on how to obtain an out-of-state driving record can be found on the RM website.
 3. Non-resident drivers who require a Commercial Driver's License (CDL) for their assigned duties must meet the eligibility criteria in paragraph 2.2.c. above, and obtain a California CDL, regardless of residency status.

2.4 Driving Record Review

The University is required to review the Driving Record of all authorized drivers to evaluate their licensing status and citation history. Based on the driving record review, each driver's status is classified as acceptable, conditional, or unacceptable. This section describes the driving record review process and the point system used for assigning driver status.

- a. A standard driving record review includes the most recent 24-month period from the date of the request. If the full 24-month record is not reasonably available for review, the available record will be evaluated by RM on a case-by-case basis. Citations that are more than 24 months in the past are not included in the review.
- b. Driving record review is initially conducted for new driver safety applications.
- c. Standard driving record review is scheduled at least annually for all registered drivers. A maximum of 10% of authorized drivers will have their driving record audited by RM. If more than 50% of the audited records are deemed unacceptable, the auditing pool will be increased to a maximum of 25% of authorized drivers. Driving record review is also performed after any vehicle accident involving a University driver, on an increased frequency for conditional drivers, and on request from a supervisor if there is a reasonable basis for the request.
- d. All driving record reviews required for **hiring decisions** are conducted by Human Resources. Human Resources reviews the driving record and advises the hiring authority and RM of the applicant's status as acceptable, conditional, or unacceptable, so this information can be incorporated into the hiring decision. Costs associated with driving record review are the responsibility of the hiring department.
- e. Driving record reviews required outside the hiring process (students, volunteers, current employees) are conducted by RM at no charge to departments, provided the required 24 month driving record is all from California. In the event of an adverse finding only (conditional or unacceptable), RM forwards this information to the driver's supervisor and Department Head with any specific driving limitations and instructions that arise from the driver's driving record review.
- f. If the driving record review outside the hiring process (students, volunteers, current employees) requires an out-of-state record for any portion of the 24-month driving record, the record must be provided by the job applicant. Associated costs are the responsibility of the sponsoring or employing department.
- g. Driving record review information is considered a personnel record and is therefore not subject to public records inspection or release unless required by subpoena, court order, or law.

Each driver's Driving Record is evaluated using the point system outlined below:

For purposes of this Driver Safety Policy, a **Moving Violation** is any citation issued for which the California Department of Motor Vehicles assigns points to the driver's record, except those listed below as Serious Violations. Examples include speeding, traffic control violations, failure to yield, cell phone usage, at-fault accidents, etc.

A **Serious Violation** includes any conviction for Driving Under the Influence (DUI), Extreme DUI, Reckless Driving, Racing on Highways, Aggressive Driving, Leaving the Scene of an Accident, Suspension, or any other citation which is assessed 2 or more points by the California Department of Motor Vehicles.

Moving Violation only	Moving Violation = 1 points Serious Violation = 2 points	
Moving Violation only	Combination of Moving Violation and Serious Violation	
ACCEPTABLE	CONDITIONAL	UNACCEPTABLE
3 or fewer points for a Moving Violation	4 points for a Moving Violations or 2 points for a Serious Violation	5 or more points for a combination of Moving Violations and 1 Serious Violations Or 4 points for a Serious Violation
No more than three moving violations in the last 24 months. Example: 1 speeding ticket = 1 point = Acceptable Driving Record 1 serious violation = 2 points does not qualify for Acceptable under any circumstances	No more than four moving violations in the last 24 months OR one serious violation in the last 24 months. Example: 4 speeding tickets = 4 points or 1 DUI = 2 points Any of these situations = Conditional Driving Record	Five or more moving violations in the last 24 months OR one serious violation and one moving violation in the last 24 months Example: 5 speeding tickets = 5 points or 1 DUI (2 points) + 3 speeding ticket (3 points) = 5 points or 2 DUI (2 points) = 4 points Any of these situations = Unacceptable Driving Record

2.5 Requirements for Conditional or Unacceptable Driving Record Status

- a. The following management actions are required for current University drivers who have a **Conditional** driving record:
 1. Upon determining that a University driver has a conditional driving record, RM will provide written notification to the driver’s supervisor and the Department Head, with instructions and the expected duration of conditional status, assuming no additional moving violations are received.

2. The driver's supervisor must obtain written authorization from RM to allow the driver to continue driving on University business while their driving record is in conditional status.
 3. If a driver's status changes from Acceptable to Conditional the driver will need to repeat the defensive driver training.
 4. While in conditional status, the driving record will be reviewed every 120 days to monitor if additional moving violations have occurred.
 5. Failure to maintain an acceptable or conditional driving record may result in the driver's department taking action up to and including suspension or revocation of University driving privileges.
- b. The following management actions are required for current University drivers who have an **Unacceptable** motor vehicle record:
1. Upon determining that a University driver has an unacceptable driving record, RM will provide written notification to the driver, driver's supervisor and Department Head with instructions and the expected duration of unacceptable driving record status, assuming no additional moving violations are received.
 2. The driver will be advised in writing by RM that the driver is prohibited from driving any vehicle on University business until the driver receives written notification from RM that their driving status has returned to either conditional or acceptable status. Drivers who transition from unacceptable to conditional status require written authorization to drive as described in paragraph 2.5.a. above.
 3. A current driving record review must be conducted by RM prior to reinstatement of driving privileges.
 4. Failure to maintain an acceptable or conditional driving record may result in the driver's department taking action up to and including suspension or revocation of University driving privileges.
- c. The following management actions are required for **job applicants** who have either **Conditional** or **Unacceptable** Driving Record:
1. Human Resources will evaluate the driving record of job applicants as part of regular pre-hire background screening and will advise hiring departments and RM of a job applicant's driving record status.
 2. The hiring department is responsible for evaluating the essential functions of the job and determining whether to proceed with the hiring of the applicant.

3. If an applicant is hired with either a conditional or unacceptable driving record, then the requirements outlined above in paragraphs 2.5 a. and b. are immediately applicable upon hiring.

2.6 Requirements for Restricted Driving Licenses

Drivers with restrictions placed on their license, or who have other limitations that govern their operation of a vehicle are required to notify their supervisor and comply with the following provisions:

1. To be eligible for driving authorization, the driver must have properly notified their supervisor of any change in their driving status (such as having a suspended license) as soon as the driver is aware of such change. **Failure to notify of status change will void eligibility to drive University vehicles.**
2. A driver who completes their restricted term and obtains an unrestricted driver's license shall notify their supervisor and provide proof that their license status has been restored to unrestricted status. The supervisor will advise RM so the driver's database record can be updated.

a. Non-Commercial To and From Work License Restriction

In California, a driver who receives a citation for DUI will be issued an administrative order that governs the licensing status of the driver and initiates the legal steps for prosecuting the DUI offense. During this process, a driver may receive a restricted license that authorizes them to drive to and from work, and while at work.

Drivers that receive a To and From Work License Restriction must request authorization from their supervisor to drive University vehicles with a restricted license. If approved, the driver must obtain written authorization from RM, who will provide a copy to the driver's supervisor so the license status can be monitored.

b. Hand Controls Restriction

A driver with a Hand Controls license restriction must notify their supervisor if their job duties require driving. The supervisor must consult with the University's Disability Resource Center concerning modification of University vehicles with hand controls as a potential accommodation for the restricted license.

2.7 Driver Training Requirements

- a. All persons with driving as an assigned duty (including HOV drivers) must complete an approved course in defensive driving prior to being authorized to drive on University business. Defensive driving instruction may be obtained through completion of Cal Poly's online program.
- b. Drivers of High Occupancy Vehicles (HOVs) must complete defense driving instruction as described in 2.6.a. above, and complete the DGS Van Driver Training (virtual) module, an additional training module, that addresses safe operation of HOVs. HOV drivers are also required to demonstrate behind-the-wheel proficiency prior to being authorized to drive HOVs on University business. The behind-the-wheel proficiency demonstration requires the driver to successfully demonstrate HOV operation in a safe and competent manner, under the observation of an authorized HOV evaluator from the driver's home department. HOV evaluators from individual departments can be authorized to conduct the behind-the-wheel review, using a standard list of skills provided by RM. Upon completion of the online and behind-the-wheel sections, drivers are issued a letter authorizing completion of HOV training and approval. C.
- c. Refresher training in defensive driving and HOV operation must be completed every three years, or more often if the driver's accident history and/or driving record status warrant more frequent training attendance.
- d. Drivers with a Class A, B, or C Commercial Driver's License (CDL) may require additional training specific to their CDL activity as specified by California Department of Motor Vehicles statutes. For example, CDL drivers who require a hazardous materials endorsement require additional hazmat training.
- e. Online training conducted by RM is provided at no cost to University drivers or their departments. Costs associated with training that is not provided by RM, or costs for online training options are the responsibility of the driver's department.

3.0 Vehicle Operation

This section describes the University's rules for safe vehicle operation.

3.1 Driver Responsibilities

All persons driving on University business are required to comply with the following provisions:

- a. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.

- b. Have a valid driver's license in possession at all times.
- c. Use University vehicles for authorized, official purposes only.
- d. Operate vehicles in accordance with all applicable University policies and follow all applicable traffic laws.
- e. Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
- f. Assume responsibility for any fine or citation received while driving on University business.
- g. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- h. Not operate a vehicle unless all occupants are wearing seatbelts.
- i. Not drive under the influence of alcohol or drugs, including medications if they can cause impairment.
- j. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
- k. Inspect the vehicle for obvious safety concerns prior to use, report any defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
- l. Immediately report all accidents or traffic citations that arise while driving on University business to a supervisor.
- m. Immediately advise a supervisor of any change in driving status such as license suspension or revocation.
- n. Immediately advise a supervisor of any inability to drive safely and without impairment.
- o. Participate in driver training as specified by applicable University regulations, and not operate a vehicle on University business if applicable required training has not been completed.

Failure to comply with these provisions may result in suspension or revocation of University driving privileges.

3.2 Passengers

Only persons with an authorized purpose may be passengers in a University vehicle. Examples include employees in the course and scope of employment, students participating in an official activity, volunteers providing service to the University, and clients or participants in an official University program or activity.

3.3 Safety Belt Use

Use of safety belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers are expected to enforce this requirement and may not place a vehicle in motion unless all passengers are buckled up.

The number of passengers in any vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited.

3.4 General Prohibitions

- a. Consumption or transportation of alcohol by drivers and passengers is prohibited in University vehicles except as provided in Section 3.4 b.
- b. Purchased alcohol being transported for an approved University activity must remain closed during transportation and should be placed in the vehicle trunk if possible.
- c. Smoking is prohibited in all University vehicles.
- d. Transportation of hazardous materials in University vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placard-able quantities may require a Commercial Driver's License (CDL) with hazardous materials endorsement if the material is being transported in commerce as defined in DOT regulations.

3.5 Accident Reporting

All accidents involving a University vehicle, or associated with a University activity (regardless of vehicle ownership), must be reported immediately to RM and to the driver's supervisor or University management official. The following reporting requirements and timelines apply:

- a. Property damage to **University vehicle only** (including windshield):

1. Not all vehicles have auto physical damage coverage. As of January 1, 2023, all new vehicles valued at \$35,000 or more will be automatically covered with auto physical damage at the owning department's expense.
 2. For minor damage to University vehicles a police report is not required, but is recommended by RM to support insurance claims with State RM. Report the accident to CAL POLY UPD or other police agency if off-campus.
 3. For damage estimated greater than \$1,000, or for loss associated with vandalism or theft, notify CAL POLY UPD or applicable police agency and request response and report.
 4. Complete and submit the following Vehicle Accident Forms to RM within 48 hours of the event:
 - i. Report of Vehicle Accident (STD 270)
 - ii. Supervisor's Report of State Vehicle Accident (STD 274)
 5. Notify Fleet Services of any damage.
 6. Notify RM of any damage and confirm auto physical damage coverage for the vehicle.
 7. For non-covered vehicles, work with Fleet Services to fix damage.
 8. For covered vehicles, obtain an estimate from one (1) auto body repair shop and consult with RM and the assigned claim adjuster for guidance on when repairs can commence.
- b. Property damage to **third party vehicles or property**, including commercial rentals and privately owned vehicles (no injuries):
1. All accidents involving third party vehicles or property may give rise to a liability claim and should be documented by a police report where possible. Notify CAL POLY UPD or applicable police agency and request response and report.
 2. Notify RM by email at riskmanagement@calpoly.edu or phone at (805) 756-5455 within 48 hours of the incident.
 3. For commercial rental vehicles, notify the rental agency as soon as possible in accordance with the rental contract.

4. Refer rental agencies and third parties to RM for assistance with making a damage claim if appropriate.
 5. Complete and submit the following Vehicle Accident Forms to RM within 48 hours of the event:
 - i. Report of Vehicle Accident (STD 270)
 - ii. Supervisor's Report of State Vehicle Accident (STD 274)
- c. Vehicle accidents with injuries:
1. Call 9-1-1 for emergency police and medical assistance.
 2. Render aid within your capabilities.
 3. Contact RM at (805) 756-5455 immediately if possible.
 4. After hours, contact CAL POLY UPD at (805) 756-2281 and ask that RM be contacted and notified of the accident.
 5. Complete and submit the following Vehicle Accident Forms to RM within 48 hours of the event:
 - i. Report of Vehicle Accident (STD 270)
 - ii. Supervisor's Report of State Vehicle Accident (STD 274)
 6. For injuries to University employees, complete and submit a Work-Related Injury/Illness Form to Environmental Health & Safety (EH&S) within 24 hours of your knowledge of your injury/illness.

3.6 Unsafe Driving Reports

Unsafe driving reports are received by RM, which documents the nature of the complaint and the caller's contact information and determines the University department/unit using the vehicle at the time of the incident. This information is summarized on a report form and forwarded with instructions to the applicable Department Head or responsible official for their information and follow-up. Further investigation of the complaint, and any disciplinary or management action, are the responsibility of the immediate supervisor or unit head.

Anonymous complaints are evaluated by the Risk Manager for validity and are not written up or forwarded to the applicable Department Head unless there is a reasonable belief that the report is valid.

4.0 High Occupancy Vehicle (HOV) Requirements

For purposes of this policy, the University defines High Occupancy Vehicles (HOVs) as passenger or cargo vans that are designed, modified, or could otherwise be configured for a seating capacity of 10 – 15 occupants including the driver.

Drivers of HOVs on University business must meet all driver qualification and training requirements outlined in Sections 2.0 through 2.6 of this document, which include the following provisions:

- a. HOV drivers must be at least 19 years of age and have been licensed for at least three years.
- b. HOV drivers must complete online driver safety training program and successfully demonstrate behind-the-wheel proficiency prior to being authorized to drive HOVs on University business.
- c. HOV drivers must attend refresher training every three years.
- d. HOV drivers are not authorized the use of 16-occupant vans for University business. In effect, no employee or volunteer employee of the University, its departments, colleges, or centers, will be authorized to drive 16-occupant vehicles while on University business. (<https://www.csus.edu/umannual/admin/um18422.htm>)

Online training for HOV drivers will be provided by RM.

Behind-the-wheel proficiency review may be conducted by University employees in individual departments authorized by RM to perform this task. A standard checklist of required driving maneuvers will be used for this purpose.

Those authorized by RM to conduct behind-the-wheel proficiency review must be faculty or staff, already must be certified as HOV drivers, should be experienced drivers, and must use the standard checklist to document driver proficiency. The proficiency reviewer will sign and date the checklist form to verify successful HOV operation by the driver. The behind the wheel checklist must be forwarded to RM upon completion.

Upon completion of online and behind-the-wheel proficiency review, RM will issue an HOV Driver's letter of approval.

5.0 University Vehicle Inspection and Maintenance

Primary responsibility for annual vehicle safety inspection and maintaining a central record of inspections is assigned to the University Fleet Services Department.

Each University department is responsible for ensuring that vehicles under their inventory control are properly inspected and maintained in accordance with University requirements. University departments that own vehicles are responsible for all costs of operation, including inspections, maintenance, repairs, and allocated insurance premiums.

6.0 University Vehicle Inspection and Maintenance

The use of personal vehicles for official University business may be authorized if the following requirements are met:

- a. Drivers must meet the qualifications as defined in Sections 2.0 through 2.6 of this policy.
- b. Drivers must have written authorization from their department to use their personal vehicle for University business. RM will maintain a standard form that can be used for this purpose (STD 261).
- c. The written authorization must indicate that the University's liability insurance is excess over the driver's personal insurance; there is no University insurance for property damage to personal vehicles; and the owner is responsible for all deductibles that may apply to their personal insurance policy.
- d. Drivers must provide to their department evidence of liability insurance for their personal vehicle as required by California state law.
- e. Departments are responsible for maintaining documentation of authorization for drivers to use personal vehicles on University business.
- f. Use of personal vehicles for University business should only be used if a University vehicle or rental vehicle is unavailable.

7.0 Use of Rental and Leased Vehicles on University Business

Commercial rental vehicles used for University business are subject to generally the same requirements (including driver qualification and training requirements) as University vehicles, with the following additional provisions:

- a. Vehicle safety inspections conducted by Fleet Services are not required for leased or rental vehicles with duration of less than one year. Leased vehicles and rentals longer

than one year are required to obtain an annual vehicle safety inspection from Fleet Services.

- b. Drivers must be 21 years of age or older as stipulated by the California State University contract with Enterprise Rent-A-Car.

8.0 Use of Golf Carts and Specialty Vehicles

Many units use golf carts and other specialty vehicles to move people and materials around campus or other University facilities. In addition to golf carts, other examples include scooters, mules, and off-road “quad” type vehicles. This section is applicable to this class of vehicles used on University business, whether electric or gas-powered.

- a. University owned carts used on public roadways must be licensed and marked with a vehicle number and appropriate University markings. Contact the University Fleet Services for assistance.
- b. The number of passengers in a cart must not exceed the vehicle seating capacity. If seat belts are installed, they must be used while the vehicle is in motion.
- c. Carts must comply with posted speed limits, stop signs, and other traffic control regulations. On campus streets, the speed limit is 25 mph unless otherwise marked.
- d. Carts may be operated on sidewalks, plazas, and bike paths if absolutely necessary, and no regular street route is available. The speed limit for carts in these locations is 5 mph. When moving through congested areas, speed should be no faster than pedestrians walking in the same area. Exercise extreme caution at blind corners and areas of crossing pedestrian and bicycle traffic. Pedestrians always have the right-of-way. Carts must stop for any pedestrian crossings.
- e. Carts may not be driven along major streets off campus including Slack St, Hathway Ave, and Carpenter St, and major streets after they continue off campus including Crandall Way, Foothill Blvd, California Blvd, Grand Ave, Highland Dr, and Longview Ln, or any public street with a posted speed limit greater than 25 mph. Carts may cross major streets only at signal-controlled intersections. When crossing intersections, cart drivers need to take extra care to ensure they are seen by other vehicle drivers before proceeding.
- f. Carts must not be parked where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard. Additional parking restrictions may be applicable. Contact Parking and Transportation Services for guidance about parking carts on campus.

- g. Drivers of golf carts used on public roadways must meet driver eligibility, licensing, and training requirements described in Sections 2.0 through 2.6 of this policy.
- h. Operators of specialty vehicles used off-road are required to receive instruction for safe operation before initial operation of the vehicle. Training for specialty vehicle operators must be based on nationally recognized industry standards or manufacturer's instructions for the types of vehicles to be operated. Training may be conducted by qualified in-house personnel, or by qualified outside organizations.

9.0 Vehicle Insurance

The University, as a state government entity, is self-insured in the State Motor Vehicle Liability Self-Insurance Program (VELSIP) under the provisions of California Vehicle Code Sections 17000 and 17001. This insurance program is administered by the Office of Risk and Insurance Management (ORIM). The following provisions apply to this insurance program:

- a. Drivers operating University owned or rented vehicles within the course and scope of employment and/or authorization are insured for liability that may arise from their actions under the provisions of the above referenced statute. **There is no insurance coverage for unauthorized or personal use of University owned or rented vehicles, and the driver is responsible for all damages.**
- b. Drivers operating personal vehicles on University business are insured for liability incurred on an excess basis under the above referenced statutory program. Personal insurance or other available insurance coverage limits must be exhausted before state coverage applies. The mileage reimbursement rate includes a cost factor for personal insurance, and the vehicle owner determines whether or not to insure their vehicle for property damage. **There is no state or University insurance coverage for physical damage to personal vehicles used on University business (including deductibles). Automatic auto physical damage coverage for vehicles valued over \$35,000 will apply beginning January 1, 2023. All other vehicles can elect for enrollment through RM. Please contact RM to determine if the damaged vehicle is enrolled with auto physical damage coverage.**
- c. Commercial rental or leased vehicle owners/agencies that have incurred damages arising from University use may seek compensation for their damages through a liability claim in accordance with California Vehicle Code Sections 17000 and 17001. Rental agencies and third parties should be referred to RM for claim forms and information about submitting a liability claim.
- d. University employees injured in auto accidents that occur within the course and scope of employment are covered by worker's compensation insurance. For official volunteers and students on University field trips, insurance coverage is provided on an excess basis

for accidental medical expense, and for accidental death and/or dismemberment. RM and EH&S should be contacted for all injuries to document the incident and initiate the applicable claims process.

10.0 University Vehicle Registration, Markings, Parking

- a. Titles for all vehicles owned by California Polytechnic State University San Luis Obispo are held by the Administration and Finance Office, Property Management Section.
- b. Vehicles owned by California Polytechnic State University San Luis Obispo must be marked with official decals and license plates in accordance with policies of the University Fleet Services.
- c. Parking of University vehicles on campus is governed by applicable rules and regulations administered by Transportation and Parking Services.

APPENDICES and FORMS

- A. Commercial Driver's License (CDL) Compliance Program
- B. Fifteen Passenger Van Procedures
- C. Auto Loss Report Forms

Appendix A

California Polytechnic State University San Luis Obispo CDL DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES Controlled Substance and Alcohol Testing Revision Date: 10/01/2022

POLICY STATEMENT

California Polytechnic State University San Luis Obispo is committed to a drug free campus and to enhanced roadway safety through compliance with federal regulations mandating drug and alcohol testing for employees whose jobs require a Commercial Driver's License (CDL). All University CDL drivers are prohibited from reporting for duty or remaining on duty to perform safety-sensitive functions while under the influence of alcohol or controlled substances.

REGULATORY AUTHORITY

Section 34520 of the California Vehicle Code (CVC) requires motor carriers and drivers to comply with the controlled substances and alcohol testing (CSAT) requirements of the Federal Motor Carrier Safety Administration (FMCSA) or the Federal Transit Administration. These regulations are found in Title 49 of the Code of Federal Regulations (CFR), Parts 40, 382, 392.4, 392.5, and 655. The complete text of the regulations may be viewed using the Internet at: www.fmcsa.dot.gov and www.fta.dot.gov.

The regulations require an employer based CSAT program. Employers are responsible to conduct a program intended to identify drivers of commercial motor vehicles (CMV) who are using controlled substances, or alcohol while on duty, and immediately preclude them from operating a CMV.

The regulations require a urine sample testing for controlled substances, and breath testing for alcohol. The regulations prescribe when testing is required:

- Pre-employment testing
- Post-accident testing
- Random testing
- Reasonable suspicion testing
- Return-to-duty testing
- Follow-up testing

The California Highway Patrol (CHP) is authorized by statute to conduct inspections of a carrier's CSAT program and issue a safety compliance rating indicating the carrier's CSAT compliance. Since the CVC incorporates the federal regulations, the CHP uses the federal definitions and interpretations when determining a carrier's CSAT compliance. Inspections are to be conducted at the carrier's principal place of business.

Related policies: California Polytechnic State University San Luis Obispo Policy on Drug Free Workplace <https://afd.calpoly.edu/hr/policies>
The California State University (CSU) Drug-Free Workplace Policy <https://calstate.policystat.com/policy/6591887/latest/>

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1.0 Scope

These procedures apply to all permanent, full, or part-time, temporary and student employees required to maintain a Commercial Driver License (CDL) to perform their job duties. A CDL is required for any driver who operates vehicles on public roadways that meet any of the following criteria:

- a. Is of any size and is used in the transportation of hazardous materials that is required to be placarded under Title 49 CFR, Part 172.
- b. Is designed to transport 16 or more passengers, including the driver.
- c. Has a gross combination weight rating of 26,001 pounds or more, inclusive of a towed unit(s) with a gross vehicle weight rating (GVWR) of more than 10,000 pounds.
- d. Has a GVWR of 26,001 pounds or more, whichever is greater.

Testing for controlled substances and alcohol misuse testing is required under a variety of situations that may arise on the job as shown in Table 1. Detailed requirements for each type of testing are presented in Section 4.0.

Table 1: Situations where Testing is Required

Type of Test	Controlled Substances	Alcohol
Pre-employment	X	
Post-Accident	X	X
Random	X	X
Reasonable suspicion	X	X
Return-to-duty	X	X
Follow-up	X	X

1.1 Confidentiality Statement

Test results will be held confidential and will be made available only on a need-to-know basis to the tested employee's supervisor, department manager, RM and Human Resources. Results will be made available to potential future employers, as required by law, only with signed authorization of the employee.

2.0 Responsibilities

2.1 Risk Management (RM)

- a. Administers the CDL testing program by assigning a DER (Designated Employer Representative), including:

- b. Liaison with supervisors, employees, sample collection clinics, laboratories, the medical review officer (MRO), substance abuse professionals (SAP) and third-party service providers.
- c. Maintains written policies and procedures for CDL drug and alcohol testing.
- d. Keeps a list of current CDL drivers and their supervisors.
- e. Chooses contractors for specimen collection, Medical Review Officer, and random selection services.
- f. Provides mandatory training for supervisors of CDL employees on the signs and symptoms of alcohol misuse and drug use and withdrawal to permit reasonable suspicion testing (together with Human Resources and Life & Work Connections).
- g. Provides training information packets to new CDL drivers.
- h. Assists Human Resources and departments in managing the consequences of a positive test.
- i. Maintains confidential recordkeeping.

2.2 Department Supervisors and Managers

- a. Ensure that all requirements of this program are met in their department.
- b. Inform RM of new CDL hires and those exiting the program.
- c. Ensure new CDL hires receive training packet.
- d. Ensure no new employee begins CDL safety-sensitive functions until receiving the results of a negative pre-placement drug test from RM.
- e. Ensure supervisors of CDL drivers complete mandatory training on the signs and symptoms of alcohol misuse, drug use and withdrawal to permit reasonable suspicion testing.
- f. Ensure employees are tested are notified of required tests and proceed directly to testing facility upon notification.
- g. Initiate and document reasonable suspicion or post-accident testing, if indicated.

- h. Report all accidents to RM.
- i. Remove employees who have engaged in prohibited activities from safety-sensitive functions. Drivers of rental vehicles must be at least 21 years of age.

2.3 Employees

- a. Read mandatory training information packet and return signed receipt and to RM.
- b. Participate and remain available for all required drug and alcohol tests.
- c. Refrain from prohibited practices.
- d. Immediately report all accidents to their supervisor or other management official if the direct supervisor is not available.

2.4 Human Resources

- a. Provides mandatory supervisor training on the employment and productivity implications of drug use or alcohol misuse for reasonable suspicion testing.
- b. Advises departments on managing consequences of positive test results or other prohibited behavior.

2.5 Life & Workplace Connections (Human Resources)

- a. Provides voluntary confidential consultation for supervisors and employees on substance abuse and alcohol issues and information on community resources including SAPs (Substance Abuse Professionals).
- b. Provides mandatory training for supervisors on the signs and symptoms of alcohol misuse and drug use and withdrawal to permit reasonable suspicion testing.

2.6 Funding Responsibilities

RM provides coordinating oversight for Cal Poly San Luis Obispo's CDL compliance program. However, costs for pre-placement and recertification medical evaluations, and drug and alcohol testing are the responsibility of the employing department. Employees are responsible for paying for requested split sample analysis and for SAP evaluation and recommended treatment. See Table 2 below.

Table 2. Funding Responsibilities for CDL Compliance Testing

Type of Test or Medical Exam	Funding Responsibility
Pre-placement or Recertification Medical Exam	Employing Department
Drug and alcohol Testing (pre-placement, post-accident, random, return to-duty and follow-up)	Employing Department
Split-sample analysis of drug test, upon employee request	Employee <i>(Reimbursed by employing department if second test result is negative for drugs)</i>
Evaluation by an SAP (Substance Abuse Professional) SAP recommended treatment	Employee

3.0 Alcohol Breath Testing

Alcohol testing is performed using evidential breath testing (EBT) devices approved by the Federal Motor Carrier Safety Administration. Two breath tests are required to determine that a person is in violation. If a preliminary screening test records a level of 0.02% or greater alcohol concentration, a second test is required using an EBT that prints out the results, time and date, a sequential test number and the name and serial number of the EBT used. A measured alcohol concentration of 0.04% or greater represents a violation of the prohibited conduct rules, while a measured level between 0.02% but less than 0.04% represents a warning level, as summarized in Table 3.

3.1 Consequences of an Alcohol Violation

Employers must immediately remove employees who violate alcohol standards from safety-sensitive functions. Employees cannot return to such duties until they have been evaluated by a Substance Abuse Professional (SAP), complied with any treatment recommendations, and have an acceptable return-to-duty test. The employee pays all costs associated with SAP evaluation and any recommended treatment. Any SAP chosen must demonstrate completion of specialized training for evaluation and treatment of CDL drivers.

Those employees with a warning level of alcohol of at least 0.02% but less than 0.04% must be removed from safety sensitive functions for 24 hours.

Table 3. Alcohol Test Results and Required Actions

Alcohol Breath Test Result	Result Interpretation	Action by Supervisor	Employment Consequence
≥ 0.02% first test	Second test required		
≥ 0.02% but < 0.04% (second test)	Warning	Immediately remove from safety sensitive duties for 24 hours Future referral for reasonable suspicion testing if indicated	
≥0.04% (second test)	Violation	Immediately remove from safety sensitive duties	Disciplinary action up to and including termination Cannot return to safety sensitive duties until <ol style="list-style-type: none"> 1. Evaluated by an SAP and 2. Complied with any treatment recommendations and 3. Have acceptable return-to duty test

4.0 Controlled Substance (Drug) Testing

Controlled substance testing is conducted by analyzing an employee’s urine specimen for the following five types of controlled substances:

1. Marijuana (THC metabolite)
2. Cocaine
3. Amphetamines
4. Opiates (including heroin)
5. Phencyclidine (PCP)

The sample is collected in a location that affords privacy, typically in an occupational health clinic. A trained collector labels and seals the sample after dividing the specimen into 2 bottles that are labeled as a “primary” and a “split” sample. The collector also prepares a chain of custody document that is sent with the sample to a laboratory certified by the Substance Abuse and Mental Health Service Administration (SAMHSA).

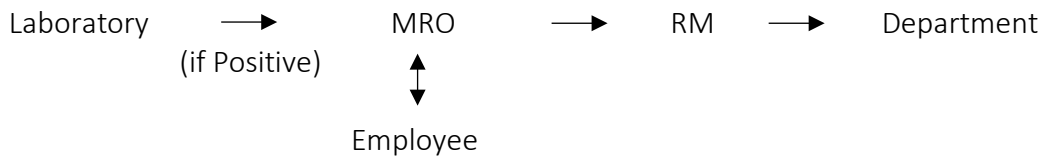
The laboratory analyzes the primary sample, while the split sample is held by the lab for later analysis if needed. The testing is done in two stages. First a screening test is performed. If the test is positive for one or more of the controlled substances, then a second confirmation test is performed using state-of-the-art gas chromatography/mass spectrometry (GC/MS) analysis.

4.1 Reporting of Testing Results

All controlled substance test results are reviewed and interpreted by a specially trained physician, the Medical Review Officer (MRO), before being reported to RM (see Figure 1). Results may be reported as negative, negative diluted, substituted, positive or a refusal and required actions for each type of result are summarized in Table 4.

If the lab reports a positive result to the MRO, the MRO contacts the employee in person or by telephone to determine if there is an alternative medical explanation for the controlled substance found in the employee’s urine sample. If the employee provides appropriate documentation and the MRO determines that it is a legitimate medical use of the prohibited substance, the result is reported as negative to the University.

Figure 1. Drug Testing Results Reporting Flow Diagram



The MRO reports results to RM. RM will report results to the employing department (see Figure 1). Before informing RM of a positive test result, the MRO will make every reasonable effort to confidentially contact the employee as described above.

If unable to confidentially contact the employee, the MRO shall contact RM who will have the driver immediately contact the MRO to discuss the results. This must be done within 24 hours of MRO receipt of the results.

When notified of a positive test result, an employee has 72 hours to make a verbal or written request to the

MRO to have the second split sample analyzed in accordance with the split sample collection procedure. The sample will be analyzed at a second laboratory certified by SAMHSA. The employee must pay for the requested secondary analysis. The cost will be reimbursed if the second test result proves negative for controlled substances.

Table 4. Required Actions According to Controlled Substance Test Results

Drug Test Result	Additional Testing	Action by Supervisor	Employment consequence
Negative			
Negative, but dilute	Collect new urine sample	Send employee for new test	
Substituted	Collect new urine sample under direct observation	Send employee for new test	Disqualified from CPSLO CDL employment if a pre-placement test
Positive	Employee has 72 hours to request analysis of split sample at their cost, with reimbursement if result is negative	Immediately remove from safety sensitive functions	Disqualified from CPSLO CDL employment if a pre-placement test Disciplinary action up to and including termination. Cannot return to safety sensitive duties until <ul style="list-style-type: none"> 1. Evaluated by an SAP, 2. Complied with any treatment recommendations, 3. Have acceptable return-to duty test
Refusal	Treat same as positive sample	Immediately remove from safety sensitive function	Disqualified from CPSLO CDL employment if a pre-placement test Disciplinary action up to and including termination. Cannot return to safety sensitive duties until <ul style="list-style-type: none"> 1. Evaluated by an SAP. 2. Complied with any treatment recommendations, 3. Have acceptable return-to duty test

4.2 Consequences of a Controlled Substance Violation

Employers must immediately remove employees who test positive for controlled substances from safety sensitive functions. Employees cannot return to safety-sensitive function until they have been evaluated by a Substance Abuse Professional (SAP), complied with any treatment recommendations, and have an acceptable return-to-duty test. The employee pays all costs associated with SAP evaluation and recommended treatment. Any SAP chosen must demonstrate completion of specialized training for evaluation and treatment of CDL drivers. Follow-up testing to monitor the employee's abstinence from controlled substance use will be conducted if prescribed by the SAP for a minimum of 6 tests within the first year.

Disciplinary action in accordance with University policies may be implemented by the employing department or Human Resources and may be up to and including discharge. In the event of discharge, no return-to-duty or follow-up testing will be performed, but information on community resources available for evaluating and resolving substance abuse problems must be provided the affected employee. Please see Table 4 for a summary of requirements and Section 5.5 for more additional information on return-to-duty and follow-up testing.

5.0 Types of Testing

The various types of tests (preplacement, random, post-accident, return-to-duty, and follow-up) are discussed here in detail, to include when and how testing must occur and the specific records required for each type of test.

5.1 Preplacement Testing

Any candidate selected for full time, temporary or student employment in a position that requires a CDL must complete a pre-placement drug test and a CDL medical examination. The drug test and medical exam are scheduled after the job offer has been made, but before hiring. Likewise, any existing employee selected for a transfer or promotion to a CDL position must also complete the CDL drug test and medical exam.

Any candidate that refuses to submit to testing or has a confirmed positive pre-placement or substituted test for drugs will be disqualified from University employment in CDL positions.

The candidate must also provide written consent for release to the University of their drug and alcohol testing results from previous employers within the past three years, as well as disclose any positive pre-placement drug within the past three years. Evidence of evaluation by an SAP (Substance Abuse Professional) is required for any candidate with a verified positive, substituted or refusal to be tested within three years of applying for a

University CDL position. Failure to authorize this information release shall preclude the candidate from further consideration for University employment in CDL positions.

CDL employees may not perform safety-sensitive functions until an acceptable pre-placement drug test result has been received.

New CDL employees must read the training materials provided (including a copy of this document) and provide a signed receipt to RM.

5.2 Random Testing

The University must perform unannounced random testing for both alcohol and controlled substances, testing 10% of the average number of drivers for alcohol and 25% for drugs. These percentages may vary according to federal adjustments.

RM maintains a list of active CDL employees, from which names will be randomly selected periodically for testing. Because the selection process is random, some employees may be selected more than once per year, and others not at all. RM will advise supervisors which of their employees have been selected. Employees must not be informed of the scheduled testing until they are sent for testing and sent directly to the sample collection facility when notified of their selection.

Employees will be tested during their regularly scheduled work time. Random drug testing may be performed at any time during the shift, whereas alcohol testing must occur immediately before, during or after performing safety sensitive functions. Employees selected, but not available for testing due to vacation or other leave will be tested in the next scheduled round of testing.

5.3 Post-Accident Testing

All accidents must be immediately reported to the supervisor (or to the next higher management official in the absence of the direct supervisor) and an incident report completed. The supervisor or manager is responsible for notifying RM and determining if alcohol and controlled substance testing is required according to the criteria shown below in Table 5, or if reasonable suspicion testing is warranted based on other direct observations made by a trained supervisor.

Table 5. Post-Accident Testing Requirements

Type of Accident	*Citation issued to driver?	Drug and Alcohol Testing Needed?
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Human Fatality	Yes	Yes
	No	Yes
Bodily injury with immediate treatment away from the scene	Yes	Yes
	No	No
Disabling damage to any motor vehicle requiring tow away (excluding flat tires & dragging bumpers)	Yes	Yes
	No	No

*In the absence of a fatality, a moving citation must be issued within 8 hours to initiate alcohol testing, or within 32 hours to initiate drug testing.

When required, CDL employees shall be tested for alcohol and controlled substances as soon as possible after any needed emergency medical treatment. CDL employees are required to remain available for testing and sample collection or be deemed to have refused to submit to testing. When remaining available for testing extends beyond the normal working hours of the employee, the employee shall be considered on duty for purposes of salary determinations.

CDL employees must not consume alcohol until testing is completed or for 8 hours after the accident, whichever comes first. If testing has not occurred within post-accident time periods shown in Table 6, the supervisor must make a written record why the test was not performed and forward to RM.

Table 6. Elapsed Time After Accident and Required Recordkeeping if Unable to Test

Test	Prepare record stating why test not performed	Cease attempts to test and prepare record stating why test not performed
Alcohol	2 hours	8 hours
Controlled Substances		32 hours

A driver who passes the post-accident breath alcohol test (< 0.02%) and is absent any other indicators suggesting the need for reasonable suspicion testing, may return to safety sensitive functions while awaiting the results for controlled substance testing, at the discretion of the supervisor.

If emergency treatment: The employee should go to the nearest emergency facility. Either the employee or their supervisor must notify the emergency facility that samples of urine and blood must be collected for post-accident-controlled substance and alcohol testing

If emergency treatment not necessary and the employee is near their typical work location their supervisor should initiate post-accident testing at the collection facility (clinic) typically utilized by that work location. When accidents occur outside of typical work areas, the employee or supervisor should call RM for assistance in locating an alternate collection facility.

5.4 Reasonable Suspicion Testing

Reasonable suspicion testing must be initiated if there is a belief that the driver has violated the alcohol or controlled substances prohibition, based on specific observations about the appearance, behavior, speech, or body odors of the driver. These observations must be made while the driver is on the job at the time of possible testing and must be put into words by the supervisor.

Only those supervisors, managers or directors who have been trained to recognize symptoms of potential controlled substance and alcohol use shall make reasonable suspicion determinations to refer an employee for testing. The supervisor making the observations shall make a written record documenting reasoning for initiating reasonable suspicion testing within 24 hours of initiating the test and forward a signed copy confidentially to RM.

The employee must remain available for testing; failure to do so will be considered a refusal to submit to testing. Under no circumstances shall an employee suspected of violating alcohol/drug prohibitions be allowed to drive or perform other safety-sensitive functions (see Section 7). If an impaired employee drives away from the premises, the supervisor should contact CAL POLY UPD at 9-1-1 or 805-756-2281 and advise them of the situation.

Testing must be done within 8 hours of the observation. If testing is not done within 2 hours, the supervisor must prepare and maintain a record stating why the testing was not performed. If a test cannot be performed within 8 hours, efforts to test must cease and a record prepared by the supervisor explaining why. This record must be forwarded to RM.

5.5 Return-To-Duty and Follow-Up Testing

In an employee has violated any of the rules related to alcohol and drugs, the individual must comply with the following requirements before return to work in safety sensitive functions at the University.

The employee must be evaluated by a specially trained Substance Abuse Professional (SAP) and complete any treatment program prescribed. The employee must pay for all

costs associated with the SAP evaluation, monitoring and treatment program. The SAP must provide written documentation to RM verifying the employee has completed the prescribed treatment.

At a time specified by the SAP, the employee must complete a return-to-duty test.

- a. If the prohibited behavior involved alcohol misuse, alcohol testing shall be performed. The breath alcohol concentration must be less than 0.02% for the employee to be eligible to return to safety sensitive duties.
- b. If the prohibited behavior involved controlled substances, a controlled substance test shall be performed. A verified negative result must be received for the employee to be eligible to return to safety sensitive duties.

The SAP may also prescribe additional periodic unannounced follow-up testing, at a minimum frequency of 6 times in the first 12 months.

6.0 Prohibited Alcohol and Drug-Related Conduct

The following alcohol and drug-related activities are prohibited by the FMCSR for drivers of commercial vehicles. These activities are in addition to conduct prohibited by the Cal Poly San Luis Obispo's policy on Drug Free Schools and Campuses.

- a. Reporting for duty or remaining on duty to perform safety-sensitive functions with a blood alcohol concentration of 0.04% or greater.
- b. Consuming alcohol while performing safety-sensitive functions.
- c. Performing safety-sensitive functions within 4 hours after consuming alcohol.
- d. When required to take a post-accident alcohol test, consuming alcohol within 8 hours following the accident or before undergoing a post-accident alcohol test, whichever comes first.
- e. Refusing to submit to an alcohol or drug test required by random, reasonable suspicion, post-accident, or follow-up testing.
 1. Refusal to submit means clearly obstructing the testing process or failing to provide enough breath for alcohol testing or urine for controlled substance testing without a valid medical reason.
- f. Reporting for duty or remaining on duty to perform safety-sensitive functions, when the driver uses any controlled substance (drug), except when instructed by a

physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a commercial vehicle.

- g. Reporting for duty, remaining on duty or performing safety-sensitive functions, if the driver tests positive for controlled substances.

6.1 Consequences for Violating Prohibited Conduct Rules

The University is required by law to immediately remove any employee from safety sensitive functions upon learning of any violation to the rules described above.

University policy also provides that other disciplinary action may be implemented, up to and including discharge.

7.0 Definition of Safety Sensitive Functions

Safety Sensitive Functions are defined as any of the following on-duty functions:

- a. All time at a shipper plant, terminal, facility, or other property waiting to be dispatched unless the driver has been relieved from duty by the employer.
- b. All time inspecting equipment as required by the Federal Motor Carrier Safety Regulations (FMCSRs), or otherwise inspecting, servicing, or conditioning any commercial motor vehicle at any time.
- c. All time spent at the controls of a commercial motor vehicle.
- d. All time, other than driving time, spent on or in a commercial motor vehicle (except for time spent resting in the sleeper berth).
- e. All time spent loading or unloading a commercial motor vehicle, supervising, or assisting loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
- f. All the time spent performing the driver requirements associated with an accident.
- g. All time repairing, obtaining assistance, or attending a disabled vehicle.
- h. In addition to the statutory definitions described above, the employing department will also determine if other non-CDL tasks are safety sensitive. Examples could include handling hazardous materials, any driving or operating machinery.

Employees removed from safety sensitive functions may not be assigned to other non-CDL safety sensitive functions. RM can assist with these determinations.

8.0 Record Keeping

Statutory record retention requirements are shown below in Table 7. All records must be maintained in a secure location with controlled access to ensure confidentiality. By law, all records must be accessible by officials of the FMCSA within 2 days of a request. An employee may request their individual testing results by making a written request to RM.

Table 7. Recordkeeping Requirements

Document	Retention Time (years)				Who Maintains
	1	2	5	Indefinite	
Alcohol test results for breath alcohol concentration of 0.02% or greater			X		RM
Verified positive drug test results			X		RM
Refusals to submit to required alcohol or drug test			X		RM
Required calibration of evidential breath testing devices (EBTs) records			X		Testing Facility
Substance Abuse Professional's (SAP's) evaluations and referrals			X		RM SAP's office
Annual calendar year summaries			X		RM
Records related to the collection process (including logbooks if used, documents relating to random selection process)		X			RM
Negative and canceled drug test results and alcohol breath test results less than 0.02	X				RM
Breath Alcohol Technician (BAT) training records				X	Testing Facility
Documentation of reasoning for reasonable suspicion testing		X			RM Employee Dept.
Documentation of reasoning for post-accident testing		X			RM Employee Dept.

Documents verifying a medical explanation for inability to provide adequate breath or urine for testing		X			RM
Employer's copy of the alcohol test form, including results			X		RM
Employer's copy of the drug test chain of custody and control form			X		RM
Documents sent to the employer by the Medical Review Officer (MRO)			X		RM
Documents provided by the driver to dispute the results of a test			X		Human Resources RM
Documentation of other violations of drug use or alcohol misuse rules			X		Employee Dept. RM
Copy of CPSLO CDL policy and procedures for drug and alcohol testing				X	RM
Names, positions, and roles of CPSLO personnel with responsibilities for the CDL drug and alcohol testing program				X	RM
Training records for supervisors (reasonable suspicion training)				X*	RM Supervisor Dept.
Documentation of providing drivers with educational material, driver's signed receipt				X*	RM Employee Dept.
Agreements with collection sites, laboratories, MROs, and third-party service providers				X	RM Arizona Dept. of Admin.
Semi-annual laboratory statistical summaries of urinalysis results			X		RM Laboratory

*Records must be kept throughout employment requiring the training and for 2 years after ceasing to perform those functions.

Appendix B

California Polytechnic State University San Luis Obispo FIFTEEN PASSENGER VAN PROCEDURES Revision Date: 10/01/2022

PROCEDURE STATEMENT

Use of multiple passenger vehicles can provide economical transportation for University programs, such as: academic field trips, athletic teams, activities and ridesharing to and from work. Use of specialized vehicles, however, involves increased efforts to address safety of operations related to the drivers, their supervisors, the vehicles, and passengers.

DRIVER REQUIREMENTS

All persons driving 15-passenger vans on University business shall comply with both the "California State University Use of University and Private Vehicles Policies and Procedures" and "Cal Poly San Luis Obispo's Driver Safety Policy and Procedures". At a minimum, drivers must:

- Be employed by the University in State funded pay status or in Job Class Code 0050 (Volunteer Employees must be registered through HR by submitting the Volunteer Verification Form).
- Be at least 19 years of age and have had a license for a minimum of 3 years.
- Complete the required DGS Van Driver Training.
- Complete and submit the Request to Operate a Vehicle on University Business Application, along with:
 - Copy of the Driver's License.
 - Certificate of Completed Training for Defensive Driver Training.
 - Certificate of Completed Training for Van Driver Training.
 - If the driver has a non-California driver's license, a copy of their current driving record.
 - Volunteer Verification form (executed by both the driver and state supervisor).
- Present a valid Medical Certificate
 - Class B license is required by the University to drive fifteen passenger vans.
 - University Vanpool drivers are only required to present a valid California Driver's License and a current Class B medical certificate.
- Provide written certification:

- Have not been issued more than three moving violations or been judged responsible for more than three accidents or any combination of three during the last 24 months.
- Comply with all relevant State of California Motor Vehicle Codes and applicable motor vehicle codes of states and countries in which driving on University business. Including:
 - Not operate any vehicle while under the influence of alcohol or drugs.
 - Not operate any vehicle while sleepy or not fully alert.
 - Not operate any vehicle while inattentive (cell phone usage)
 - Not operate any vehicle too fast for road conditions.
 - Not operate any vehicle faster than posted speed limits.
 - No hitchhikers.

VEHICLE ACCIDENTS

- While driving on University business, report any vehicle accident immediately to the law enforcement agency with jurisdiction for the site of the accident, and use the Vehicle Accident Identification Form (STD 269), and submit to Risk Management within 48 hours of the accident.
- Submit a Report of Vehicle Accident (STD 270) to Risk Management within 48 hours of the accident.
- Submit a Supervisor's Report of State Vehicle Accident (STD 274) to Risk Management within 48 hours of the accident.
- Submit a report of any work-related injury to your supervisor within 24 hours, or notify Worker's Comp.

VEHICLES

- Personal Vehicles: when using a personal vehicle, driver must provide written certification and authorization on form STD 261:
 - Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - The motor vehicle is adequate for the work to be performed.
 - The motor vehicle is equipped with safety belts in operating condition.
 - The motor vehicle is in safe mechanical condition as required by law.

- Rental Vehicles: the rental of fifteen passenger vans is **prohibited** per CSU and Cal Poly guidelines.

DRIVER COMPLIANCE

In addition, all drivers of fifteen passenger vans for Cal Poly shall:

- Complete University approved Driver's Safety Training prior to driving fifteen passenger vans and every three years thereafter of employment and assignment including the driving of fifteen passenger vans (including ride-share drivers).
- Complete the DGS Van Driver Training prior to driving fifteen passenger vans and every three years thereafter of employment and assignment including the driving of fifteen passenger vans (including ride-share drivers).
- Receive written approval from Risk Management to drive fifteen passenger vans prior to operating a 15-passenger van on University business.
- Operate fifteen passenger vans in accordance with the DGS Van Driver Training.
- Perform pre-driving inspection of fifteen passenger vans prior to each operation.
- Report identified safety needs of passenger vans to vehicle owner (Fleet Services, or private party) prior to use.
- Contact vehicle owner (Fleet Services or private party) for assistance with vehicle repairs while traveling.
- Report maintenance needs of passenger vans to vehicle owner (Fleet Services or private party) following use.
- Pre-plan trip route through familiarization with maps.
- Allow no luggage, equipment, or persons to be transported on the roof of a 15-passenger van.
- Ensure that fifteen passenger van load (including passengers) is placed as forward as possible.
- Ensure that fifteen passenger van load capacity is not exceeded.
- Appoint a "co-pilot" for late night driving (10 p.m. – 6 a.m.). Co-pilot is a person who agrees to be awake, alert, and interactive with driver during this time period.
- Not driver for more than ten consecutive hours nor more than 10 hours spread over a total of fifteen consecutive hours.
- Not drive for more than 10 hours in any 24-hour period unless eight consecutive hours of off duty have elapsed. Off duty means no work of any kind, this includes coaching, teaching, leading a field trip, attending a conference, etc. Generally, off duty time means resting and/or sleeping.

SUPERVISORS

All University employees supervising/assigning employees to drive fifteen passenger vans on University business shall comply both the “California State University Use of University and Private Vehicles Policies and Procedures” and “Cal Poly San Luis Obispo’s Driver Safety Policy and Procedures.” Supervisors will:

- Ensure that the driver has completed all University requirements to drive fifteen passenger vans on University business.
- Ensure that employees assigned to drive and using privately owned vehicles have certified to form STD 261:
 - Compliance with the insurance requirements of the State of California for operation of a motor vehicle.
 - The motor vehicle is adequate for the work to be performed.
 - The motor vehicle is equipped with safety belts in operating condition.
 - The motor vehicle is in safe mechanical condition as required by law.
- Maintain record of form STD 261 for one year, update annually as needed.
- Ensure that the driver completes form STD 270 or do so from the employee if they are unable in case of a vehicle accident and submit the form to Risk Management.
- Investigate each vehicle accident promptly and thoroughly.
- Prepare a Supervisor’s Report of State Driver Accident, STD 274.
- Initiate any appropriate corrective action, verbal or written, and record corrective action taken in University personnel records.
- Forward completed STD 274 to Risk Management within 48 hours of a vehicle accident.
- Ensure that driver’s who are injured in vehicle accidents submit a Report of Work-Related Injury to Worker’s Compensation within 24 hours.
- Ensure that employees regularly assigned to drive passenger vans on University business have included in their position description the driving of passenger vans and are appropriately advised of risks as well as trained regarding safety in assigned activities.
- Ensure that employees assigned to drive passenger vans on University business have completed the University requirements and received written approval from Risk Management.

PASSENGERS

- Are required to wear seat belts while vehicle is being operated.
- Sit only in recognized seats with seatbelts while vehicle is being operated.
- No smoking, no alcoholic beverages.
- No dogs, except seeing eye or service dogs accompanying a passenger.
- Submit a Report of Work-Related Injury and/or Traffic Accident to your supervisor within 24 hours.

Appendix C

California Polytechnic State University San Luis Obispo
DRIVER SAFETY POLICY AND PROCEDURES
Revision Date: 10/01/2022

VEHICLE ACCIDENT REPORTING FORMS

The following forms are available online at: <https://afd.calpoly.edu/risk-management/accidents-incident/vehicle-accident>

- Report of Vehicle Accident (STD 270) – Report within 24 hours of accident
- Supervisor’s Report of State Vehicle Accident (STD 274) – Report within 48 hours of accident

OR

Contact Risk Management at (805) 756-5455 or riskmanagement@calpoly.edu