

HOW TO FILL OUT THE ROV APPLICATION

Refer to the notes on pages 2-3 for details and directions.

Driver Information

1 Driver First Name	John	2 Last Name	Smith		
3 Campus Email	Johnsmith@calpoly.edu	4 Phone Number	555-555-5555	5 Birthdate	01/01/1901
6 Driver's License #	A1234567	7 Driver's License State	CA	8 Exp Date	01/01/2051
9 Driver's License Classification (C, B, A)	C	10 Any Driver's License Endorsement(s)			

11 What is your role at the University?

Faculty/ Staff/ Enrolled Student Employee (State) Faculty/ Staff/ Enrolled Student Employee (State) Faculty/ Staff/ Enrolled Student Employee (State) Faculty/ Staff/ Enrolled Student Employee (State) Faculty/ Staff/ Enrolled Student Employee (State)

12 By Initialing, I am certifying that I am in possession of a valid California or other state driver's license. I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twenty-four-month period. I understand I will need to provide proof of validity for my driving record.

I authorize Risk Management to request a copy of my driving record from the CA DMV to confirm eligibility and I will complete all required trainings prior to driving on University (state) business. I will attach my current Driver's License, current Driving Record, and certification of completed trainings. If I am an Official Volunteer, I will also attach my executed Volunteer Verification form.

13 Driver Signature: John Smith's Signature **14** Date: 10/01/2022

Attach the Following:

- 15** Copy of Driver's License
- 16** Copy of Driving Record
- 17** Certificate(s) of Completed Trainings
- 18** Volunteer Verification

Driver Assignment

What Department is the driving assignment for (including commercial vehicles)? **19** Strategic Business Services

Will the driver need to operate any of the following on University (state) business? (check all that apply) **20**

<input checked="" type="checkbox"/> Passenger vehicles only requiring a Class C license	<input checked="" type="checkbox"/> Passenger van (up to 14 passengers including driver)
<input type="checkbox"/> Powered cart	<input type="checkbox"/> Bus or Van requiring a Class B and/or "P" endorsement
<input checked="" type="checkbox"/> Personal vehicle (Sign page 3 of this packet (STD 261) and retain in the driver's Department)	<input checked="" type="checkbox"/> Tractor-trailer or heavy truck requiring a Class A
	<input type="checkbox"/> Any vehicle requiring a Hazardous endorsement

List all University commercial vehicles you drive and frequency: **21** List the commercial vehicle(s) that you will be driving. Example: Feed truck, twice daily or Vac Truck twice monthly

Are the commercial vehicles being driven: **22** Owned by the University and/or Rented

State Supervisor Authorization

I am a Department Head/Chair or MPP, and I have reviewed the Application to Operate a Vehicle on University Business for my department, along with the applicant's Driver's License, Driving Record, and Certificate(s) of Completed Training(s). I am aware they must possess a valid United States driver's license of appropriate class, provide all required documents, and receive approval from Risk Management prior to driving.

23 I recommend Approval for driving privileges **24** I recommend Denial of driving privileges

25 Name: Jerry Supervisor **26** Title: Director of Operations **27** Signature: Jerry Supervisor's Signature

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1	Enter in the Driver's first name as it appears on the driver's license.
2	Enter in the Driver's last name as it appears on the license.
3	Enter in the first part/username for the driver's Cal Poly address. You don't need to enter @calpoly.edu, as it is already on the form.
4	Enter in the Driver's phone number, either cell phone or Cal Poly phone number.
5	Enter in the Driver's Birthdate using the format: mm/dd/yyyy
6	Enter in the Driver's License Number as it appears on the driver's license. The number will be a maximum of 8 characters (letter/number combination)
7	Enter in the State that the driver's license was issued in. *Note: if the license is not a CA license, you will be required to attach a copy of your driving record. Instructions can be found on the Driver Safety webpage under FAQ's.
8	Enter in the driver's license expiration date using the format: mm/dd/yyyy
9	Choose the Driver's License Classification: C: non-commercial/most regular passenger vehicles B: commercial/ single vehicle over 26,000 lbs, and 15+ vans/buses A: commercial/ any legal vehicle combination
10	Enter in any Endorsements (in letter/acronym format) that the driver has.
11	Select driver's role at the University. Driver can only select one. If driver is a non-employee student, volunteer, CPC or ASI faculty/staff/student employee, driver is required to complete the Volunteer Verification form and attach an executed copy to the ROV.
12	Initial to certify that driver have a valid driver's license, that driver has an "acceptable" driving record, and driver agrees to provide proof of the "acceptable" driving record.
13	Driver signs the form.
14	Driver dates the form.
15	Driver attaches a copy of their current driver's license.
16	If the driver has a non-CA license, they are required to attach a copy of their out of state driving record. *Refer to the Driver Safety webpage for more information.
17	Driver is required to attach a copy of their certificate(s) of completed training(s). *Refer to the Driver Safety webpage for more information.
18	If the driver is a non-employee student, volunteer, CPC or ASI faculty/staff/student employee, driver is required to complete the Volunteer Verification form and attach an executed copy to the ROV.
19	Driver will list the Department they will be currently driving for.
20	Driver checks the boxes for any that apply: <ul style="list-style-type: none"> • Passenger vehicles only requiring a class C license • Powered Cart • Personal Vehicle (required to complete STD 261, attached to ROV application) • Passenger van, up to 14 including driver • Bus or Van requiring a Class B license and/or "P" endorsement (required to complete INF 1101, attached to ROV application) • Tractor Trailer requiring Class A (required to complete INF 1101, attached to ROV application) • Any vehicle requiring a "Hazardous" endorsement (required to complete INF 1101, attached to ROV application)

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21	For any Class A or B commercial drivers, the driver will list the commercial vehicles, only, that they will drive on University business and the frequency. Example: Feed Truck, twice daily
22	For any Class A or B commercial drivers, the driver will indicate whether the commercial vehicles being driver are owned and/or rented by the University.
23	After reviewing the application, the State Supervisor will recommend Approval <u>OR</u>
24	Denial of the driving privileges.
25	State Supervisor enters in their name.
26	State Supervisor enters in their title.
27	State Supervisor signs the ROV application. *If the driver fills out STD 261, State Supervisor will also sign that form.