

ACADEMY POLICY MANUAL

Policy Title: Travel Using Vehicles and Verification of Drive Authorization

AF 09-001 **Policy Number:**

Policy Administrator: Vice President for Administration and Finance **Policy Initiator:** Director of Risk Management, Vineeta Dhillon

CSU University and Private Vehicles Policy Guidelines; EO 715 – CSU **Authority:**

Risk Management; EO 1041 - CSU Student Travel; California Public

Contract Code Section 10326.01

Effective Date: January 2012

Revised Date:

President William Eisenhardt Approved:

Approval Signature:

/s/

Purpose

This policy articulates the campus standards for the use of campus owned, leased, or rented vehicles for official University business/travel on or off campus. It establishes the standards for those authorized to operate these campus vehicles. In addition, it outlines the requirements for employees to utilize personally owned vehicles (POV's) as a transportation mode when conducting official University business.

Scope

This policy applies to all University departments planning group travel and to employees, students, and volunteers who operate any state or personally owned vehicle while conducting University business or activities. This policy will comply with travel insurance requirements (EO 1041) and required liability waivers (EO 1051).

Responsibilities

The University's Risk Manager is designated as the campus control officer to oversee the use of vehicles on University business. Any questions should be directed to him/her.

The University's Human resources department is responsible for initial and periodic review of driving records of those operating state vehicles. The Facilities department shall keep a list of currently authorized drivers meeting the requirements of the campus policy.

Policy

The University provides various types of vehicles which may be used in support of business travel, athletic team travel, or special events. This policy ensures that vehicles are utilized appropriately and the operators/drivers meet the standards. 15 passenger vans and motorcycles are NOT allowed to be used for campus travel. Vehicles used for University transportation must have designated drivers who have the required license and driving record verifications.

Vehicles authorized for use when conducting university business.

<u>Buses</u>: Buses may be used for team travel or special events. Buses provided under contract shall meet all California safety standards and be operated by a vendor supplied driver with the appropriate license for the vehicle being operated. Campus provided bus shall be maintained to state fleet management guidelines and only authorized properly licensed employees shall be assigned as a driver.

<u>Vans:</u> Seven to twelve -Passenger Vans may be used for university travel. Vehicles must have an employee or volunteer as the designated driver. In accordance with California state law governing the use of vehicles by the California State University (CSU), effective September 23, 2011, Cal Maritime will no longer authorize the use of 15-passenger vans for University business. In effect, no employee or volunteer employee of the University, its departments, colleges or centers, will be authorized to drive 15-passenger vehicles while on University business.

<u>Trucks and work vehicles</u>: Trucks and other campus work vehicles shall be operated by employees belonging to that department who have been assigned to drive specific vehicles. Driver's license checks are required a minimum of every four years.

<u>Passenger Vehicles</u>: Passenger vehicles carrying 1-6 passengers may be used for individual or team transportation with appropriately licensed employees as drivers. Police and facilities vehicles may only be operated by those authorized under department policies.

<u>Trailers:</u> Campus vehicles towing trailers will be rated and equipped for the maximum load of the trailer to be towed. Towing vehicles with two doors shall not transport more than two persons (including driver), vehicles with four or more doors shall transport a maximum of four persons. Personally owned vehicles cannot be used to transport/tow university owned trailers and equipment.

<u>Personally Owned Vehicles (POV's)</u>: Personnel vehicles may be used for official campus travel when it is authorized by the supervisor as the most efficient mode of travel. POV drivers must meet campus driving record verification standards, as well as CSU standards for completion of a defensive driving course and verification of current of current vehicle insurance. Motorcycles and 15 passenger vans are not allowed even as POV's for University travel.

Authorization to Drive and Driving record Verification

All drivers of university owned, leased/rented, or POV's must meet driving verification standards. Employees and volunteers must be a minimum of 21 years of age and hold a valid California Driver's License and a satisfactory driving record as defined by: CSU University and Private Vehicles Policy Guidelines. The University is required to obtain from the Department of Motor Vehicles the driving record of every person assigned or requested to drive a university vehicle.

Where driving is an essential function of the job, employment offers will be conditional upon verification of the possession of a valid United States state's driver's license and a safe driving record. This verification will be completed as part of a background check conducted by the Office of Human Resources.
