

DEFENSIVE DRIVING ON OFFICIAL BUSINESS

It is a CSU policy that each and every faculty, staff, or student assistant who drives a State Vehicle or a private vehicle on official business must:

- Participate in a Defensive Driving Program upon hire and every 4 years. Defensive Driving Training shall be provided during the day in the months of February, July, and December of each year. Night Training will be offered the month of October each year. Employees are to contact the Human Resources Service Group to schedule classes.
- Agree to have driving record submitted every 4 years for validation of a good driving record. All drivers added to pull list at time of training.
- The office of Safety and Risk Services will review all high-risk drivers from the pull list and determine if they are approved to operate state vehicles.
- Human Resources will notify employee and department head when defensive driving will expire but the lack of such notice does not negate the employee's responsibility to keep all job related certifications current.
- A state employee driving a private vehicle on state business is required to show evidence of insurance. Each employee who expects to drive a private vehicle on University business must complete Form 261, Authorization to Use Privately Owned Vehicles on State Business. Copies of this form, after signature by the department head, are to be maintained by the department office that submits reimbursement requests. This authorization must be renewed annually by all employees.
- State driving privileges will be revoked for failure to comply with the University's vehicle policy.

Reservations for Pool Vehicles

State University Fleet Vehicles

- Vehicles may be reserved for use up to two months prior to date desired by calling Reservation Desk at 924-1952.
- We currently have one vehicle in fleet service and the restriction is a 50 miles/one way or 100 miles/round trip. Vehicle is tagged to be removed from service July 1, 2003 or sooner dependent on cost effectiveness.
- Overnight storage is only permitted if travel needs to begin prior to 7:00 a.m. Scheduler shall determine if employee's trip qualifies for overnight parking.
- When checking out a state vehicle, the employee must present a copy of the acknowledgement of travel with a department contact person and telephone number, present current SJSU I.D., current drivers

license, current defensive drivers certification, and sign the form, Rules and Regulations Compliance Agreement.

- Departments are responsible for current charges as defined in the SJSU Travel Reimbursement Regulations.

Department Owned/Managed Vehicles

Vehicles with Multiple Users:

When checking out a state vehicle, the employee must present current SJSU I.D., current drivers license, show current defensive driving certificate, and sign the form Rules and Regulations Compliance Agreement.

Vehicles with Single Users:

An up-dated list will be provided to all department heads within 14 days of each training class. All participants of each class shall have a pull-notice sent to DMV for validation of their driving status. Any employee record being returned from DMV, will initiate manager and employee contact and a discussion/decision will be made if employee may continue in the current position. This list should be used to validate the responsible person assigned to the vehicle continues to be in good standing.

Rented/Leased Vehicles

Departments are required to utilize only the rental agreements as specified in the State Rental Contract. Arrangements should be made through individual departments. The Department must secure collision coverage in accordance with the State Rental Contract through the Safety and Risk Services Unit in the Human Resources Services Group. Arrangement should be made through individual departments where reimbursement will be requested.

Privately Owned Vehicles

Individual may prefer to use their own personal vehicle in carrying out their responsibilities. Individual's department approval must be granted in advance.

A state employee driving a private vehicle on state business is required to show evidence of insurance.

Each employee who expects to drive a private vehicle on University business must complete Form 261, Authorization to Use Privately Owned Vehicles on State Business. Copies of this form, after signature by the department head, are to be maintained by the department office that submits reimbursement requests. This authorization must be renewed annually by all employees.

Employee may use Form 270 to request mileage reimbursement for driving private vehicle.

State Driving Regulations

Operators must possess a valid California Driver's license.

State-owned motor vehicles shall be used only in the conduct of state business
Only employees may drive state vehicles.

Employee is defined as faculty, staff, graduate assistant, student assistants (regular and work-study) who are on payroll and volunteers who have Form 50 on file with Human Resources.

Students who are not employees and family members of employees are not authorized to drive state vehicles.

Human Resources/Safety and Risk Services Safety Training Courses

Human Resources shall coordinate, oversee, and maintain employee data file for each of the following Defensive Driver Training courses. Employees shall be notified when each training expires. Such notification does not absolve the employee from their own obligation as it applies to their job.

Defensive Driving for Passenger Vehicles to include automobiles, electric carts, small trucks, forklifts, boomlifts, utility truck, van pool vehicles, buses, and police vehicles is a requirement.

Students are not permitted to operate forklifts. Students who have employee status, i.e. Graduate Student Assistant, Student Assistant, and Work Study Students may drive forklifts after they have satisfied defensive driving and forklift training requirement.

Upon hire all employees who drive vehicles in their jobs shall be required to read a defensive driving handbook, present a DMV print out of driving record, and a valid California driver's license on their first day of work.

New employees shall be given a temporary defensive driving card, which is valid until the next scheduled defensive driving class. Any employee who fails to attend the next scheduled defensive driving class, shall not drive until such time as they have made their own arrangement via their department to attend a defensive driving class. The receipt of this training shall be carried to Human Resources for an update of their file.

Upon hire employees who do not drive vehicles more than once a month in the process of carrying out their job responsibilities shall be required to read a defensive driving handbook. Sign an affidavit that at the point in time when the

begin to drive a vehicle more than one time per month, they will notify Human Resources and sign up to take the next defensive driving class.

Defensive Driving Training shall be provided during the day in the months of February, July, and December of each year. Night Training will be offered the month of October each year.

An up-dated list will be provided to all department heads within 14 days of each training class. All participants of each class shall have a pull-notice sent to DMV for validation of their driving status. Any employee record being returned from DMV, will initiate manager and employee contact and a discussion/decision will be made if employee may continue in the current position.

Forklift Training

Forklift certification is required every 3 years after initial certification for employees who operate forklifts as part of their job duties. Training will include the potential hazards associated with forklifts and hands-on operation of the forklift. Human Resources will schedule all training. This training is in addition to defensive driving training and will be scheduled within 90 days of appointment and every 3 years thereafter.

Employees shall be notified when each training expires. Such notification does not absolve the employee from their own obligation to maintain their certification, as it applies to their job.

Forklift certification or ability to be certified needs to be advertised on all job announcements that require forklift ability.

All forklift operators must receive forklift training and be certified, in addition to defensive driving training, prior to using a forklift.

Departmental Responsibility

Electric Cart, Mowers, Tractors, Boomlift, and Utility Truck Training will be provided by the immediate supervisor of the area. A certification of such will be required to be signed by the supervisor and the employee, a copy retained by the department and a copy forwarded to the official file at Human Resources.

All employees are required to have a valid defensive driving certification; valid California driver's license in good standing, and any specialty training as it pertains to the job.

Bus Drivers/Van Pool Drivers

Are required to have biennial medical certifications, defensive driving certification, and a clean driving record. All drivers must participate in a federally

required drug-testing program. DMV reports shall be pulled annually for these drivers.