

AUTOMOTIVE OPERATIONAL POLICY

1. All State vehicles are for official state business ONLY. This means, “only when driven in the performance of or necessary to, or in the course of, the duties of University employment.” No University officer or employee shall use, or permit the use of, any University vehicle other than in the conduct of University or State business.
2. Only State employees may drive State-owned or State-leased vehicles.
3. The California State University and Vehicle Code mandate that employees who drive vehicles on State business shall use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and shoulder harnesses.
4. Vehicle Codes 23220-23229 mandate that no alcoholic beverages or narcotics shall be transported in a State/University vehicle at any time, nor shall they be transported in a private vehicle that is being used in support of State business. Law enforcement vehicles may transport alcoholic beverages or narcotics for evidentiary purposes.
5. Management Memo #94-2, CSU HR 18, and SJSU HR/ER 94-8 state that smoking will be prohibited in all State-owned passenger vehicles, including electric carts, forklifts and mowers, as defined in Section 465 of the California Vehicle Code.
6. Any State employee driving a State vehicle or privately owned vehicle (on official State business) shall have satisfactorily completed a University-sponsored Defensive Driving Course and have a valid California Driver’s License. Defensive Driving Certificates must be renewed every four-(4) years.
7. Vehicle Code 27400 mandates: No person operating any motor vehicle shall wear any headset covering or any earplugs in both ears. The provisions of this section shall not apply to:
 - a) Persons operating authorized emergency vehicles.
 - b) Any person engaged in the operation of either special construction equipment or equipment for use in the maintenance of any highway.
 - c) Any person engaged in the operation of refuse collection equipment who is wearing a safety headset or safety earplugs.
 - d) Any person wearing personal hearing protectors in the form of custom earplugs or molds that are designed to attenuate injurious noise levels. Such custom plugs or molds shall be designed in such a manner as to not inhibit the wearer’s ability to hear a siren or horn from an emergency vehicle or a horn from another motor vehicle.
 - e) Any person using a prosthetic device which aids the hard of hearing.

8. Any citations issued to the driver of a State vehicle shall be the responsibility of the driver.
9. Motorcycles shall not be used in carrying out University or State business, unless part of the University Police Fleet.
10. University employees may not pick up hitchhikers in a University vehicle.
11. University passenger cars are not to be used for field trips.
12. STD Form 261, Authorization to Use Privately Owned Vehicles on State Business, must be maintained in the department office. Authorization forms will be valid for a period not to exceed one year. Once completed, STD Form 261 may be initialed and dated annually by the employee to certify that it is current. Mileage compensation for the use of private vehicles will be authorized and paid for by the employee's department, when the use of a State vehicle or public transportation is not possible, practical, or economical.
13. State employees who drive vehicles that are equipped to hold fifteen or more passengers including the driver must have a class B/P Driver's License (Bus Driver's License with a passenger endorsement test) and a valid medical certificate. Van pool drivers (Traffic & Parking) are exempt from the Class B License, but must have a valid medical certificate.
14. All motor vehicle accidents involving a State-owned vehicle or any vehicle being used on State business must be reported within 48 hours to the Campus Safety and Risk Services Office. Reporting the accident by telephone or FAX does not replace the need to send the STD Form 270 within 48 hours.
15. Carts/Forklifts/Boomlifts/Tractors may not be driven off University Property without prior authorization by the Fleet Administrator, except to travel from one campus building/site to another.
16. Gasoline for vehicles may be obtained using the Voyager gas card program, which offers better market prices. The fuel tank in the Corporation Yard will be used solely for FD&O maintenance vehicles.