

Authorizations to Use Privately Owned Vehicles

The following sample of the "Authorization to Use Privately Owned Vehicles on State Business Certification" cards must be renewed annually, approved by the supervisor and returned to the Accounting Office (M/S JA058 Attn: Tamara Cochran). The cards must be on file prior to driving on state business; otherwise, mileage reimbursement claims cannot be paid. If the employee has not completed the Defensive Drivers Training Course, the supervisor's approval must also be obtained on the reverse side of the form certifying the employee will be claiming mileage no more than one trip per month.

The purpose of these "Certification" cards is to insure that minimum insurance and safety standards have been met by those individuals who may be using their personal vehicle for State business.

Tamara Cochran, the Travel Technician, disburses these cards once a year for those employees already on file that require an update. If there are any new employees or others who need to complete a card, please notify her and she will send you additional cards. You may also refer to the University Forms Section of this manual for a copy of this form.

Please return the updated cards promptly as the old cards will be invalid and discarded in about two months. Thank you for your cooperation and assistance. If you have any questions, please contact Tamara Cochran, Travel Technician, 278-4019.

**Accounts Payable Authorizations to Use
Privately Owned Vehicle**

California State University, Fresno

August 1999

Policy No. B-02.2

SAMPLE SIDE ONE

AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS CERTIFICATION

IN ACCORDANCE WITH STATE POLICY (S.A.M.0754) APPROVAL IS REQUESTED TO USE PRIVATELY OWNED VEHICLES TO CONDUCT OFFICIAL STATE BUSINESS. THIS AUTHORIZATION MUST BE RETURNED TO THE ACCOUNTING OFFICE, MS #58, PRIOR TO TRAVELING IN ORDER TO RECEIVE REIMBURSEMENT.

I hereby certify that I am a state employee, whenever I drive a privately owned vehicle on State business I will have valid, current driver's license in my possession, an acceptable driving record, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State law. (15,000 for personal injury to, or death of one person; 30,000 for injury to, or death of, two or more persons in one accident; 5,000 property damage.)
2. Adequate for the work to be performed.
3. Equipped with and use of safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.
5. Have received a defensive driving certificate or obtained a defensive driving waiver. (See reverse for exception).

I further certify that while using a privately owned vehicle on official State business, all accidents will be reported on form STd. 270 within 48 hours (S.A.M. 2441). I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

Employee's Signature	JOAN CREIGHTON	Date
Department	M.S. # <u>41</u>	Supervisor's Approval
	Accounting Approval	Date

CSU, Fresno 5/97 *complete reverse

SAMPLE SIDE TWO

Each person who plans to drive a privately-owned vehicle should be aware that the insurance maintained by the State is only applicable to that liability of the person which is over and above the liability insurance maintained by the person. If the privately-owned vehicle is used consistently on State business, the person should contact the insurance carrier who may change the premium class with a corresponding increase in premium rate. If a person has not notified the insurance carrier of the use of a private vehicle on State business and there is an accident, the insurance company must cover the accident unless deceit can be proven.

INSURANCE INFORMATION

INSURANCE COMPANY	POLICY NUMBER
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LIST OF CURRENT VEHICLES

MAKE			
YEAR			
LICENSE			

DRIVER INFORMATION

DRIVER'S LICENSE NUMBER	BIRTH DATE
STATE	DRIVER'S LICENSE EXP. DATE

DEFENSIVE DRIVING STATUS:

I certify that individual will drive only once a month, therefore, item 5 does not apply. All other conditions (1-4) have been met.

Supervisor's Approval Date