

University Policy and Risk Management Criteria for Driving on University (State) Business

Driver must be a University Employee:

Faculty, Staff, Student Assistants in a state funded pay status.

Volunteers signed up through Human Resources Department (Job Class Status 0050)

(The use of volunteers should be carefully evaluated as liability coverage for them is limited under the State's self-insurance program.)

All others are not authorized to drive university vehicles

Driver must possess valid California Drivers License, valid for the vehicle being driven.

Driver must complete a CSU approved defensive driving course and have a good driving record:

No more than 2 DMV points within last four years

No failures to appear

No unpaid fines

No DUI'S within last four years

University Vehicles shall only be used in the conduct of University or State business:

This means only when driven in the performance of, or necessary to, or in the course of, the duties of University employment

University vehicle is defined as a self propelled vehicle, that is owned, leased, or rented by the University of any state agency.

Misuse of University Vehicles (includes but not limited to):

Driving a University vehicle without proper authorization

Driving without a valid California drivers license or appropriate class for type of vehicle being driven

Permitting non University employees to drive a University vehicle

Non compliance with traffic/motor vehicle laws and regulations

Unsafe practices including speeding, reckless driving, not wearing safety belts and using cell phones without a hands-free device.

Falsification of records or forms relative to the use of vehicles

Improper storage of parking of University vehicle

Personal use or allowing non authorized persons to drive University vehicle

Failure to comply with any regulation, or policy associated with University vehicles

Employees misusing University vehicles are liable for the costs of misuse incurred by them or consented to by them. They are also subject to disciplinary action by the campus.

Use of privately owned vehicles to conduct official University business

Driver must complete an AUTHORIZATION TO USE PRIVATELY OWNED VEHICLE ON STATE BUSINESS CERTIFICATION and file it with the travel clerk in the accounting department.

Policy for Cell Phone Use in or on Vehicles Driven on State Business

NOTE 1: This policy applies to all vehicles in use in University service, including carts and farm implements. "Vehicles in use in University service" includes state-owned vehicles auxiliary-owned vehicles, OR Bulldog Athletics courtesy vehicles at all times of operation, plus rental vehicles, and private vehicles when being operated in University service.

NOTE 2: This policy does not apply to sworn law enforcement officers of University Police while driving an emergency vehicle.

NOTE 3: This policy is in effect on campus property as well as public roadways.

Cell phones without functioning hands-free capability are not to be used by the operator of any of the above vehicles while moving or while stopped in traffic (as in waiting for a signal.) Vehicle operators who do not have a functioning hands-free device **MUST** pull over or exit a roadway and come to a stop in a safe and legal manner in order to answer or initiate a cell phone call, with the exception that the operator may initiate a call while moving if the hands-free device has a fully activated and functional voice dialing and the number being dialed is available on the voice dialing system. If a safe stop is not possible the operator should allow the call to go to voice mail, and stop or exit later to make a callback.

Those who do not have voice-activated dialing technology must stop or exit in the above manner in order to dial a call. Manually dialing a cell phone or engaging in text messaging, e-mailing or web browsing while operating a moving vehicle is not allowed. Please note: this policy exceeds the current state requirement in that it is inclusive of text messaging.

The only exception to the policy on the use of cell phones while driving is if a call is being made to 911 regarding an emergency.

The above policy does not apply to passengers in University vehicles, as long as their conversations or other acts do not distract the driver.

Motor vehicle accidents:

Make no comment or statement regarding the accident to any one except police, other state officers or employees, or an identified representative of the state's vehicle self-insured agency, the Office of Risk and Insurance Management (ORIM)

Report all communication regarding claims, including summons or complaints, to the University Risk Management Office (559) 278-7422 or 278-7317 at mail stop LS 140.

If bodily injury or significant property damage is incurred by a third party (non State) call the following immediately:

Weekdays/Weekends (916) 376-5302: State Office of Risk & Insurance Mgt
Always (559) 278-7422 or 278-7317: University Risk Management Office

All vehicle accidents will be reported on Standard Form 270 by the University driver and submitted to the University Risk Management Office at Mail Stop LS 140.

The drivers immediate supervisor will be required to complete a Standard form 274 and submit it to the University Risk Management Office at Mail Stop LS 140.

Motor vehicle liability insurance:

Auto liability self insurance is administered by The State Department of **General Services**, Office of Risk and Insurance Management (ORIM). ORIM responds to claims of bodily injury and/or property damage of third party individuals that occur during official University use. Evaluation and payments of claims will be made by ORIM following statutory guidelines of the California Vehicle code and other Statutory and common law principles.

This program protects any employee of the University against all auto liability claims while operating a state owned vehicle in the course and scope of employment.

Employees renting a vehicle under the state of California car rental agreement are covered by an insurance policy provided by the car rental agency as a provision of the state contract.

An employee's personal automobile insurance policy is the primary coverage for liability and damages in the event of accident while on state business under the following circumstances:

- The employee is driving his/her personal vehicle
- The employee has rented a vehicle from an agency other than the state vehicle contract agency
- The employee has failed to obtain a "non-availability" slip from the state contract vehicle agency before proceeding to a non state contract rental agency.

The Auto Liability Self Insurance Unit does not provide for loss or damage to vehicles owned by the CSU, or state, or to privately owned vehicles used on CSU or state business. It is designed to provide reimbursements to third parties only (when an accident is the fault of the state driver) and not state or University employees, their vehicles, and University and state vehicles.