

**Authorization to Use Privately Owned Vehicles on State Business**

**University Form**

California State University, Fresno

September 1996

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.

**SAMPLE - Please contact**

Employee's Signature

**Tamara in Accounting**

Department

**Services at 8-4019 for**

CSU, Fresno 5/97

**the original**

\*complete reverse

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