



**APPLICATION FOR UNIVERSITY VEHICLE  
OPERATION / AUTHORIZATION**  
HUMAN RESOURCES SERVICE GROUP

Risk & Compliance Services | One Washington Square | San José, CA 95192-0046

408-924-2150 | 408-924-2148 (fax)

**Instructions:** *Read and complete form, then sign, obtain supervisor/manager signature and authorization. Return to HR Risk & Compliance Services with a copy of your driver's license. Keep a copy of the form for your department record. Print using blue or black ink.*

Employees who are required to operate motorized vehicles on University/State business are required to be safe drivers and operate vehicles in a safe manner. This is your request to operate vehicles on University business. You must have your supervisor's permission to operate any vehicle on University business. If your position requires that you operate vehicles on University business, then your continued employment will be contingent upon satisfying each of the following. In addition to the requirements below, if you will be using your privately owned vehicle on official state business, you are required to fill out an authorization Std. Form 261 (available on the Human Resources web site under Safety & Risk forms). Before operating a vehicle on University/State business, you must first provide evidence of, and certify and maintain, the following:

1. You possess and maintain a valid State driver's license (foreign licenses are not permitted). The driver's license must be appropriate for the job and vehicle(s) to be operated (e.g., class A, B, C).
2. You have not received more than three moving violations and/or accidents, or combination thereof, in the past twelve-month period.
3. You have completed a CSU-approved Defensive Driving Course (DDC). To register for this training, contact Risk and Compliance at 924-2155. Frequent drivers should take the DDC every four years (SAM 0751).
4. You are enrolled in the University's Department of Motor Vehicles Employer Notice Program. Completing this form initiates that process. The DMV will provide the University with periodic updates of your driving record.
5. You have and maintain a good and safe driving record. Safety & Risk Services will review your initial driver's license motor vehicle record from the DMV. If you are a Class A, B, or Special Class C driver, you must provide (at your cost) an original DMV record at the time of hire.
6. If you are a volunteer or student and drive vehicles on official University business (e.g., field trips or athletic events), you are required to sign and date a Volunteer Identification form (available on the Human Resources web site under Personnel Services forms), in addition to the above requirements

Employee Information		
Name:		
Department:	Position:	Phone Number:
E-mail:		Date of Birth:
Employee ID (on Tower Card) or Student ID#:		
Drivers License Number:		Expires:

**AGREEMENT, CERTIFICATION, RELEASE, AND ACKNOWLEDGEMENT**

I understand and agree that I must possess and maintain a valid State driver's license in order to operate vehicles on University business. I am in possession of a valid California State driver's license, and I understand that if my job requires vehicle operation, my continued employment is contingent upon maintaining a valid driver's license. If at any time my driver's license becomes suspended or revoked, I will notify my manager before operating any vehicles on University business.

Signature, Employee / Student / Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that the above is an **active employee**  or a **volunteer**  of SJSU.

Signature, Supervisor / Dean / Director: \_\_\_\_\_ Date: \_\_\_\_\_