

*Read and complete form, then sign, obtain supervisor/manager signature and authorization. Return form to [Risk Management](#)<sup>1</sup>, Extended Zip 0008 or email to [risk-management-group@sjsu.edu](mailto:risk-management-group@sjsu.edu). Keep a copy of the form for your department record.*

Employees/Volunteers who 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 a 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 university business, you are required to fill out an [Authorization to Use Privately Owned Vehicles on State Business \(STD. 261\)](#)<sup>2</sup>. Before operating a vehicle on university 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](#)<sup>3</sup> (DDC). 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. Risk Management 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 and drive vehicles on official university business (e.g., field trips or athletic events), you are required to complete a [Volunteer Request Form](#)<sup>4</sup>.

**I. Employee/Volunteer Information**

Name: _____	Department: _____
Position: _____	Phone: _____ Email: _____
Employee ID or Student ID Number (on Tower Card): _____	
Driver's License Number: _____	State: _____ Expires: _____

**II. 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 supervisor/manager before operating any vehicles on university business.*

I certify that the above is an			active employee	or a volunteer	of SJSU.
Employee/Volunteer Signature:	_____	Date:	_____		
Approving Official Signature:	_____	Date:	_____		
Approving Official Name (please print):	_____				

<sup>1</sup> <https://www.sjsu.edu/fabs/services/risk/index.php>

<sup>2</sup> <https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std261.pdf>

<sup>3</sup> <https://www.sjsu.edu/fabs/services/risk/insurance/driving.php>

<sup>4</sup> <https://www.sjsu.edu/up/uptoolkit/onboard/volunteers/index.php>