

## **MOTOR VEHICLE USE POLICY**

A university vehicle is defined as a vehicle which is self-propelled and is owned, leased or rented by the university. University vehicles shall be used only in the conduct of University business. This means, "only when driven in the performance of, or necessary to, or in the course of, the duties of University employment." No university employee shall use, or permit the use of any University vehicle other than in the conduct of university business. Only University employees may drive University vehicles. The campus may not loan or lease a University vehicle to an auxiliary organization or a contractor.

### **Definition of University Employees**

"University employees" are defined as all CSU faculty, staff, and student assistants who are in a state-funded pay status at the time they are driving the University vehicle. Approved volunteers must have Form 50 completed and on file at Human Resources, are considered to be employees and are authorized to drive University vehicles.

Persons, who are not defined, as "employees," including students, who are not employees and members of the family of an employee, *are not authorized* to drive University vehicles.

### **Parking**

A University vehicle may be parked at the University employee's home only when the vehicle is to be used in the conduct of University or state business the same day or before usual working hours on the next succeeding workday. Parking overnight at a University employee's home is permissible when an employee is departing on or returning from an official trip away from campus under circumstances which make it impractical for the employee to use other means of transportation, or where the employee's home is reasonably en route to or from campus or other place where he/she is to commence work the following day. When such situation occurs, the vehicle shall be parked off the street where feasible, or where the hazards of accidental damage, theft, and vandalism are reduced.

### **Motorcycles**

Motorcycles shall not be used in carrying out university business unless part of University Police Fleet.

### **Misuse of University Vehicles**

The following conditions are considered to be a misuse of University vehicles:

- Driving a University vehicle without authorization.
- Driving without valid *California* operator's license of the appropriate class for the type vehicle being driven.
- Permitting a person not defined as a University employee to drive a University vehicle.
- Noncompliance with traffic/motor vehicle laws and regulations.
- Unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being

operated. Safety equipment includes seat belts and/or shoulder harnesses.

- Falsification of travel logs, travel authorizations, defensive driver training program certificates, accident reports, or other forms relative to the use of the vehicle.
- Improper storage or parking of University vehicle.
- Personal use or allowing passengers other than persons directly involved with official University or state business, except with the approval of employee's immediate supervisor for each trip.
- Failure to comply with any law, regulation, or policy associated with the use of University vehicles.
- Transporting animals in a university vehicle. Exception: A Seeing Eye or service dog accompanying a passenger or a police canine unit.
- Picking up hitchhikers.

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

### **Motor Vehicle Liability Insurance**

Auto Liability Self Insurance protects an employee of the University against all *auto liability* claims while operating a state-owned vehicle in the course and scope of employment. The auto Liability Self Insurance does not provide for loss or damage to vehicles owned by the CSU or to privately owned vehicles used on CSU business. It is designed to provide reimbursement to third parties only (when an accident is the fault of the state driver) and does not cover University employees, their vehicles, or University vehicles.

### **USE OF PRIVATELY OWNED VEHICLE ON UNIVERSITY BUSINESS**

Employees may be authorized to use a privately owned vehicle if they certify the vehicle used will continuously be:

- Covered by liability insurance at or above the following amounts:
  - \$15,000 for personal injury to, or death of, one person
  - \$30,000 for personal injury to two or more persons in one accident, and
  - \$5,000 for property damage
- Adequate for the work to be performed
- Equipped with safety belts in operating condition; and
- In safe mechanical condition as required by law.

This certification shall be recorded on STD. Form 261, *Authorization to Use Privately Owned Vehicles on State Business* and maintained in the department office. Authorization forms will be valid for a period not to exceed one year. Once completed, STD. Form 261 may be initialed and dated annually by the employee to certify that it is current.

Prior to authorizing the use of a privately owned vehicle on state business, the appropriate administrated shall verify that:

1. The person has a signed and current authorization form (STD Form 261) on file.
2. The person requesting the vehicle use is a university employee in active, state funded pay status or in Job Class Code 0050 (volunteer).
3. The person has satisfactorily completed a CSU approved defensive driving course at least once every four years. If the person has not completed such a course, a non-renewable, temporary permit to drive a university, private or personal vehicle, that is valid only until the next course if offered locally, may be granted.
4. The person has a valid California driver's license in his/her possession. The driver's license is of the correct class for the type of vehicle being driven.

The appropriate administrator shall verify that there is a fully executed current authorization form on file before signing a Travel Expense Claim, STD. Form 262, for the claimant. This will assure that the person is aware that the coverage must be provided by the person's insurance rather than through any state-sponsored insurance program. The person's signature on the Travel Expense Claim shall certify that the minimum insurance and safety factors were in effect and had been properly recorded before the privately owned vehicle was used.

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.

Claims paid by private insurance for accidents to privately owned vehicles while being operated on University business are not reimbursable from CSU or state funds.

An employee may seek relief for out-of-pocket expenses, such as deductibles, from the employing department, if:

- The damage occurred while the vehicle was being used on university business.
- The damage was not the fault of the university employee.
- The amount claimed was actually paid by the employee, not by insurance coverage or another party to the accident.
- The amount claimed did not result from the employee's decision not to maintain collision coverage.

### **DEFENSIVE DRIVER TRAINING**

Every campus employee who drives a university vehicle or drives a privately owned vehicle on University business is required to satisfactorily complete a CSU approved Defensive Driver Training course and maintain a good driving record.

Defensive Driver Training is scheduled by Human Resources Services Group, Training Department 924-2141. Training schedule will be posted on Human Resources website.

Defensive Driving is required every four years. It is the employee's responsibility to ensure they do not let the defensive driving certification expire. Annual DMV driving

status records will be pulled for all persons participating in defensive driving certification training.

Department Heads must not allow employees including students assistants to drive a university vehicle or drive a privately owned vehicle on University business until they have satisfactorily completed a CSU approved Defensive Driver Training course.

## **REPORTING OF VEHICLE ACCIDENTS**

### On-Campus

Driver must call University Police at 911 if personal injury or pedestrian is involved or 4-2222 in property damage occurs.

### Off-Campus

The driver of a University or state-owned vehicle involved in an accident will record all pertinent information on the Accident Identification Card, STD. Form 269, before leaving the scene of the accident. If another vehicle is involved, the appropriate portion of the STD. Form 269 will be detached and given to the driver of the other vehicle. Blank Accident Identification Cards should be in the glove compartment of each state-owned vehicle.

Also, if you are involved in a vehicle accident that occurred in California, you must report it to DMV if:

- There was property damage of more than \$500 **or**
- Anyone was injured (no matter how minor) **or**
- Anyone was killed.

Each driver must make a report to DMV within 10 days, whether you caused the accident or not and even if the accident occurred on private property.

*All vehicle accidents* which result in injury to any persons other than University employees, or which involve serious damage to the property of others must also be reported immediately by telephone to campus University Police Department (408) 924-2222 and Safety and Risk Services (408) 924-2150. For such accidents occurring outside of normal business hours (Monday – Friday 8:00am to 5:00pm), phone notification would be reported to campus Police (408) 924-2222, immediately.

### **Report of Vehicle Accident, STD. Form 270**

All motor vehicle accidents involving a state-owned vehicle or any vehicle being used on state business must be reported within 48 hours to the campus Safety and Risk Services. Reporting the accident by telephone or FAX does not replace the need to send the STD. Form 270 within 48 hours.

The immediate supervisor who authorized or permitted the employee to use the vehicle will ensure that the employee completed the STD. Form 270 or will do it for him/her if the employee is unable to do so.

### **Supervisor's review**

The supervisor of each driver involved in an accident will take the following actions.

- Investigate each accident promptly and thoroughly.

- Prepare a Supervisor's Review of State Driver Accident, STD. For 274
- Forward copies of the completed form to campus Safety and Risk Services

The purpose of STD. Form 274 (or equivalent report) is to aid in preventing University employee driver accidents. It will be used to determine if the accident was avoidable and what actions the driver should have taken to avoid the accident. It will also be used to determine specific needs for accident prevention training and in the establishment of administrative policy.

For additional information, please contact Safety and Risk Services at ext. 4-2250.

### **AUTOMOTIVE IDENTIFICATION AND ACCESS TO INNER CAMPUS**

Permission for automotive access for non-university vehicles to inner campus will be by permit only issued by Parking Services located in the UPD Building adjacent to the 7<sup>th</sup> Street Garage (408) 924-6556. Vehicles under special permit will be required to take appropriate safety precautions.

Any vehicles parked on the sidewalk or any portion of the University property with the exception of designated parking garages shall adhere to the following guidelines:

- a. Appropriate permit for sidewalk parking issued by Parking Services
- b. Permanently affixed Company name on Vehicle
- c. Drip pan or appropriate device beneath the engine or any other area where oil could leak
- d. Shall not be parked on lawn, dirt, or drip line of any tree.

Each supervisor and employee responsible for a vehicle/cart/forklift that operates on the inner campus must:

Adhere to the established access and routes for repetitive trips avoiding, to the extent possible, the areas that are most crowded and adopting a schedule that avoids periods of high student use. See Appendix 11b for approved routes. Inappropriate use of access routes may result in citations.

Adhere to the "Driving Risks and Responsibilities", Appendix and have each driver read and sign the statement upon initial appointment and each time they renew their defensive driving certificate.

A copy of this statement must be filed within the department and in the employee's official personnel file and available for review by the University Fleet Administrator, and Human Resources Office Safety and Risk Services.

Ensure each driver has a valid California drivers license and obtains Defensive Driving Certification through Human Resources Training Program.

Ensure all vehicles/carts used on campus have a standard identification decal (issued only by Facilities Management) affixed on each side, or front and back as space allows, that includes an assigned number and the appropriate department name. Such decal shall also contain an anonymous caller telephone number at Human Resources Office of Safety and Risk Services to report reckless driving behavior.

Electric Carts shall have some type of warning device; i.e. rotating beacon lights and/or sound devices when in motion. Drivers should acknowledge pedestrian right-of-way and should not use horn except in cases where imminent danger exists.

Report all unsafe conditions and have the vehicle/cart inspected by Facilities for maintenance of safe conditions and have records on file with the University Fleet Administrator as required by Executive Order 691, Educational Code 89031.5, and California State University – Use of University and Private Vehicles Policy Guidelines.

Anyone involved in an accident shall stop and take appropriate action, including calling University Police, Office of Safety and Risk Services and the University Fleet Administrator.