DRIVER SAFETY TRAINING

If you drive your personal vehicle, university vehicle or a rental car on university business, you must complete university-approved defensive driving training once every four years. If you drive a small cart or 12-15 passenger van on university business, you must complete university-approved small cart or van safety training once every three or four years, respectively.

Driver Safety Training courses can be taken online through the Employee Training Center.

INSURANCE

Your personal automobile liability insurance is the primary coverage if you drive your personal vehicle on university business. Although the university’s automobile insurance is the primary liability coverage when a university vehicle is driven on university business, it only provides excess liability coverage when a personal vehicle is driven on university business.

In addition, the university’s insurance only covers liability claims. It does not cover collision damage to university or personal vehicles driven on university business. For more information on Driver Safety Training please visit http://training.fullerton.edu/safety.

EMERGENCY: 9-1-1

Dialing 9-1-1 from a campus phone or your cell phone will connect to University Police.

CAMPUS RESOURCES

ENVIRONMENTAL HEALTH AND SAFETY
(657) 278-7233 (S-A-F-E)
http://ehs.fullerton.edu

HUMAN RESOURCES
(657) 278-2425
http://hr.fullerton.edu

RISK MANAGEMENT
(657) 278-7346
http://riskmanagement.fullerton.edu

TRAVEL OPERATIONS
(657) 278-5385
http://finance.fullerton.edu/controller/travel

UNIVERSITY POLICE
(657) 278-2515
http://police.fullerton.edu

DRIVING GUIDELINES

UNIVERSITY AND PERSONAL VEHICLES

Risk Management and Environmental Health & Safety

DRIVING REQUIREMENTS

TO DRIVE ON UNIVERSITY BUSINESS,
YOU MUST AMONG OTHER THINGS:

Have a safe driving record as determined by University Police.

You must file an “Authorization to Obtain Driving Records from the Department of Motor Vehicles” form (INF 254) with University Police to verify your driving record.

Be a university faculty member, staff member, administrator, volunteer or student assistant 18 years of age or older.

For more information on driving and transportation safety please visit:

http://riskmanagement.fullerton.edu/
RiskManagement/UniversityDrivingGuidelines

http://ehs.fullerton.edu/OHS/DrivingTransportation/Safety

EHS
Environmental Health and Safety

CALIFORNIA STATE UNIVERSITY
FULLERTON™
USE OF UNIVERSITY VEHICLES

University vehicles may only be used to conduct university business. University vehicles may only be driven by university faculty members, staff members, administrators, volunteers or student assistants, and may not be loaned or leased to any non-state entity, including university auxiliary and affiliate organizations, or to students. Those authorized to use a university vehicle may carry passengers not directly involved in university business only with prior approval. You must have a valid state driver’s license and have completed university approved defensive driving training to drive a university vehicle.

MISUSE OF UNIVERSITY VEHICLES

If you misuse a university vehicle, you may be personally liable for damages to persons or property, as well as legal expenses. Those who misuse university vehicles are also subject to disciplinary action by the university. Misuse of university vehicles includes:

- Driving without authorization and/or a valid driver’s license appropriate for the type of vehicle being driven.
- Driving while intoxicated or under the influence of any controlled substance.
- Using a cell phone or texting while driving.
- Smoking in a university vehicle.
- Engaging in unsafe practices, which include failing to use, and to ensure that others use, seat belts and/or shoulder harnesses.
- Driving for any purpose other than to conduct university business.

USE OF RENTAL CARS ON UNIVERSITY BUSINESS

If a university employee wants to rent a vehicle on university business using the CSUF Agreement with Enterprise Rent-A-Car, please refer to the Travel Operations website. Enterprise Rent-A-Car will permit University employees to pay for a rental car with the procurement card or employee’s personal credit card and provides primary liability coverage up to $1,000,000. The employee’s automobile liability coverage provides the first layer of excess coverage if losses exceed this amount.

If an employee rents a vehicle from any other rental car company, that employee’s personal automobile liability insurance is primary. An employee may purchase additional insurance offered by any rental car agency; however, the insurance cannot be charged to the procurement card and will not be reimbursed as an additional expense.

If you plan to rent a car while traveling internationally, or need to rent a truck or a 12-15 passenger van, you must contact the Office of Risk Management before traveling. For additional information on renting a vehicle on university business, visit the Travel Operations website at http://finance.fullerton.edu/Controller/Travel.

USE OF VEHICLES BY STUDENTS ON UNIVERSITY BUSINESS

Students may only drive on university business if doing so is appropriately part of their official employee or volunteer duties. To receive authorization to drive a university or personal vehicle on university business, students must meet the same criteria and be authorized in the same manner as any other university employee. For additional information on students driving a vehicle on university business, please visit http://finance.fullerton.edu/Controller/Travel/StudentTravel.aspx.

USE OF 12 - 15 PASSENGER VANS

Due to state requirements and safety considerations, special guidelines apply to the use of 12-15 passenger vans on university business. Those guidelines may be found at http://rmehs.fullerton.edu/DrivingOnCampus.asp.

DRIVING A VEHICLE OUTSIDE OF THE UNITED STATES

Please contact the Office of Risk Management to review options for insurance coverage when driving outside of the United States. If you travel to Mexico on university business, you must have Mexican Auto Insurance. Driving in Mexico without this insurance is a felony. The Office of Risk Management can purchase Mexican Auto Insurance for those who are required to drive in Mexico.

REPORTING VEHICLE ACCIDENTS

If you are involved in an accident, do not admit fault, make any promises that the university will pay for any damages, or give a written or recorded statement without first consulting the University Counsel or the Director of University Risk Management.

If you are involved in any accident while driving on university business, regardless of the amount of damage or whether a university vehicle is involved, you must complete and return a “Vehicle Accident Report” (STD 270) within 48 hours to the Office of Risk Management. The (STD 270) form is available on the Risk Management website at http://rmehs.fullerton.edu/forms.

The supervisor who authorized the travel should ensure that the individual involved in the accident completes and returns the (STD 270) to the Office of Risk Management within 48 hours or complete and return the (STD 270) if the driver is unable to do so) and complete and return to the Office of Risk Management the “State Driver Accident Review” (STD 274) within 5 days of the accident. The (STD 274) form is available on the Risk Management website at http://rmehs.fullerton.edu/forms.

USE OF CELL PHONES AND PORTABLE ELECTRONICS DEVICES

Drivers are responsible for operating university and personal vehicles driven on university business in a safe and prudent manner. California State Law does not allow the use of cellular phones or portable electronic communication devices while driving. This law applies to university employees and volunteers both on or off campus.

DRIVING ON FIELD TRIPS

Field trip participants are limited to university faculty, staff, volunteers and enrolled students. All drivers designated by the university must meet all of the requirements to drive on university business, including:

- Completing defensive driving training.
- Possessing a driver’s license appropriate for the car being driven.
- Having their driving record reviewed by University Police.

When students are responsible for arranging transportation to and from a field trip location, faculty members should use:

- Specify the type of transportation students should use.
- Arrange transportation for any student.
- Assign any students to drive.
- Organize the students into groups for the purpose of driving with a classmate.
- Attempt to check the driving record or insurance of any proposed driver.

Any automobile accident or injury that occurs during a fieldtrip should be reported to Risk Management as soon as possible. Risk Management will assist you in completing all required documentation.