**Driving Guidelines**

Use of University and Personal Vehicles for University Business

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### Additional Information

For additional information concerning any of the information presented above, please contact the Office of Risk Management (7346), Environmental Health & Safety (7233) or Travel Operations (5385).

### Driving Requirements

**To drive on university business, you must among other things:**

- be a university faculty member, staff member, administrator, volunteer or student assistant 18 years of age or older;
- possess a valid driver’s license appropriate for the type of vehicle driven;
- 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; and
- complete all required defensive driver training.

For a complete listing of all requirements, visit the Risk Management website at riskmanagement.fullerton.edu/RiskManagement/UniversityDrivingGuidelines.

### 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.

### Defensive Driver Training

If you drive your personal vehicle, a university vehicle or a rental car on university business, you must complete university-approved defensive driver 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.

Defensive Driver Training is an on-line course that can be reached by the training tab on your Campus Portal or http://training.fullerton.edu.

Contact Environmental Health and Safety for more information.

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California State University, Fullerton
University Risk Management/Environmental Health and Safety
www.fullerton.edu

**For Emergencies:**

Dialing 911 on campus from any campus phone or cell phone will connect to University Police.

Dialing 911 from an off-campus phone or cell phone will connect with the police jurisdiction from which you are calling.

### Campus Resources:

University Police
657-278-2515
http://police.fullerton.edu

Risk Management
657-278-7346
http://riskmanagement.fullerton.edu

Travel Operations
657-278-5385
http://finance.fullerton.edu/Controller/Travel/

Environmental Health and Safety: For Training Information
657-278-7233
http://ehs.fullerton.edu

For more information on driving and transportation safety, visit:
http://ehs.fullerton.edu/OHS/DrivingTransportationSafety/
http://riskmanagement.fullerton.edu/RiskManagement/UniversityDrivingGuidelines

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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 the prior approval of an appropriate administrator. If you are from another country and are visiting the university for more than six months, you must have a valid state driver’s license to drive a university vehicle. Anyone who does not have a valid state driver’s license should contact the Office of Risk Management prior to driving on university business.

Misuse of University Vehicles

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; and
- driving for any purpose other than to conduct university business.

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.

Use of Personal Vehicles on University Business

To drive your personal vehicle on university business, you must, among other things, complete an "Authorization to Use Privately Owned Vehicles on State Business" form (STD 261). This form is available on the Risk Management website and includes a certification that the vehicle being driven is covered by at least $15,000 in liability coverage for personal injury/death to one person, $30,000 in coverage for personal injury/death to two or more persons, and $5,000 in property damage.

Your personal automobile liability insurance is the primary coverage if an accident occurs while driving your vehicle on university business. Your insurance may also be primary if you rent a vehicle. While the normal practice of insurance carriers is to allow occasional use of personal vehicles for business purposes, you should confirm this with your carrier.

The university’s automobile liability coverage does not provide for damage to personal vehicles used on university business.

However, you may seek relief for out-of-pocket expenses such as deductibles from the State’s Victims Compensation and Government Claims Board.

Use of Rental Cars on University Business

If a university employee wants to rent a vehicle for university business using the CSUF agreement with Enterprise Rent-A-Car, 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.

An employee may purchase additional insurance offered by Enterprise Rent-A-Car; however, the insurance cannot be charged to the procurement card and will not be reimbursed as an additional expense.

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 another rental car company; 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 more information on policies and procedures concerning rental vehicles, email Travel Operations at travel@fullerton.edu or refer to the Travel Operations website at http://finance.fullerton.edu/Controller/Travel/TravelContents.aspx#Rental_Car.

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 driver training;
- possessing a driver’s license appropriate for the car being driven; and
- 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 not:
- specify the type of transportation students should use;
- arrange transportation for any student;
- assign any students to drive;
- attempt to check the driving record or insurance of any proposed driver.

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

Driving a Vehicle 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 either annual or short-term Mexican Auto Insurance for those who are required to drive in Mexico. Please contact the Office of Risk Management to review options for insurance coverage when driving in Mexico or any area outside of the United States.

Reporting Vehicle Accidents

If you are involved in an 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 “Report of Vehicle Accident” (STD 270) within 48 hours to the Office of Risk Management, CP700. The STD 270 is available on the Risk Management website. 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 to the other party or their representatives without first consulting the University Counsel or the Director of University Risk Management.

Reviewing Vehicle Accidents

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 “Supervisor’s Review of State Driver Accident Report” (STD 274) within 5 days of the accident. The STD 274 form is available on the Risk Management website.