



## Use of State Vehicles and Driving on State Business

### I. Purpose

The primary purpose of this program is to ensure employees utilizing state vehicles are:

- Given proper driving instructions
- Licensed through the Department of Motor Vehicles (DMV) to operate state vehicles
- Qualified to operate state vehicles
- Able to meet State Administrative Manual and California Vehicle Code (CVC) requirements SAM §0751- §0753 and CVC§1808.1

The secondary purpose of this program is to ensure employees are properly trained and approved to use their personal vehicle for state business.

### II. Program Scope

This program primarily applies to employees that are assigned a state vehicle, including electric or gas carts, to carry out job related functions. This program also applies to employees and volunteers who use their private vehicles for state business. The following tables describe covered classifications, specific positions and Class B identified licensees.

Position	Salary Class Code	License Requirement
Mechanics Series	6270;6851;6852;6837;6838	Class B
Carpenter Series	6474,6475, 6476	Class C
Electrician Series	6532, 6533, 6534	Class C
Facilities Worker/Mechanic	6250, 6251, 6940, 6941	Class C
Facilities Project Supervisor	6265	Class C
Locksmith Series	6642, 6643	Class C
Painter Series	6524, 6525, 6526	Class C
Equipment Operators	6366, 6367;6363	Class B or C
Irrigation Specialist	0735	Class C
Warehouse Worker	1508	Class C
Mail Clerk & Supervisor	1504, 1505	Class C
Parking Officer Series	8353;8341;8351;8810, 8811, 8812	Class C
Shipping & Receiving Asst	1502	Class C
Police Officer Series	8345;8350;8365;8354	Class C

Coaches		Class B
Student Assistants		Class C
Farm Application	6385	Class C
Fire Apparatus Series	8830;8831;8832;8980;8981	Class C

*Due to insurance limitations, volunteers are not permitted to operate state vehicles.*

### **III. Procedures and Responsibilities**

#### **A) Pre-assignment Screening**

- 1) Human Resources Management (HRM) is to review vacant position description and/or tables listed in Section II of this program to determine if the position is required to operate a state vehicle.
- 2) Once an offer is extended to the applicant, HRM shall request copy of applicant's DMV printout to verify if license is current and past driving experience is within CVC standards.\*
- 3) Concurrently, applicants applying for positions that require a Class B license shall undergo a Department of Transportation physical.\*

\*Applicants must be notified via job posting or other means of these employment requirements as well as other conditions of employment

#### **B) Training and Ongoing Record review**

- 1) Following HRM review of applicant's DMV printout, the printout will be forwarded to RM/EHOS for enrollment into the Employer's Pull Notice program (EPN).
- 2) Immediately following initial assignment, employees must take a Defensive Driver training course offered online through the CSU's safety training website or attend a class on or offsite. The appropriate supervisor will be notified by RM/EHOS regarding the implementation of this training requirement. Applicants that have previously received defensive driver training within the last four years and can provide proof of attendance are excluded.
- 3) Upon completion of training, employee will receive written authorization to operate state vehicle from their appropriate administrator utilizing Vehicle Operation Authorization form included as Attachment 1.
- 4) Refresher Defensive Driver training is required every four years.
- 5) Signed copies Vehicle Operation Authorization form shall be forwarded to RM/EHOS for authorized driver list maintenance.

#### **C) Annual DMV Record Review**

- 1) Enrolled employees' driving records will be provided through the DMV's EPN program to RM/EHOS and reviewed semi-annually for excessive points against their driving records.

The DMV's EPN generates a driver's current record based on the following:

- ◆ Upon enrollment of driver in the EPN
- ◆ Semi-annually
- ◆ When the following actions are added to the employee's driving record:
  - Convictions
  - Failure to Appear
  - Accidents

- DL suspensions
  - DL revocations
  - Any other actions taken against their driving privilege
- 2) If a review of the employee's record indicates an accumulation of three violation points, as valued and enumerated on the "DMV Negligent Operator Count Sheet" within the last year, the employee will be placed on warning status. Warning status employees are required to attend a Defensive Driver training course regardless of past attendance. RM/EHOS will notify the employee's supervisor of their status in this case.
- 3) Employees accumulating six violation points as valued and enumerated on the "DMV Negligent Operator Count Sheet" within the last three years are ineligible to operate a state vehicle or cart and their supervisor and HRM will be notified of their status. Drivers with revoked licenses are also ineligible to operate a state vehicle or cart.
- D) Use of Private Vehicles for State Business
- 1) Employees and volunteers that use private vehicles for state business must be authorized by their supervisors. Authorization is documented by using State form STD 261, "Authorization to Use Privately-Owned Vehicle form" (Attachment 2).
- 2) Authorization is granted when an employee has attended a Defensive Driver Training course and certifies vehicle will always be covered by liability insurance at the following levels: \$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. Those employees that operate their personal vehicle on state business less than once per month do not need to attend a Defensive Driver training course. The vehicle must also be equipped with operating safety belts and in safe mechanical condition.
- 3) Completed STD 261 forms must be verified and resigned annually by the employee and maintained by the employee's supervisor.

**STATE VEHICLE  
OPERATION AUTHORIZATION**

**CSU DOMINGUEZ HILLS**

Office of Risk Management/  
Environmental Health and Safety  
Attachment 1

Date:\_\_\_\_\_

Employee:\_\_\_\_\_

The above referenced employee is authorized to operate a state vehicle and has met the following criteria demonstrating adequate skill and experience in vehicle operation:

- Taken and passed a CSU approved defensive driver training course
- Provided proof of current driver's license

Supervisor:\_\_\_\_\_

Supervisor signature:\_\_\_\_\_

Date:\_\_\_\_\_