



## **VAN USE PROGRAM Policies and Procedures**

The following policies and procedures for the safe and regulated use of the campus van at CSUDH are written in accordance with the California State University – Use of University and Private Vehicles Policy guidelines.

### **General Policy**

1. The campus Van Program will be administered by the Department of Risk Management /EHOS under the direction of the Division of Administration and Finance for CSUDH.
2. The available van is an official campus vehicle and its use is governed by the Cal State University guidelines for vehicle use. The CSU guidelines can be found at:  
[http://www.calstate.edu/HRAdm/Policies/csumv\\_policy\\_guideline.pdf](http://www.calstate.edu/HRAdm/Policies/csumv_policy_guideline.pdf) . The van can be used only for official University business that has been authorized by the Division of Administration and Finance of CSUDH. The van can only be used for the official business as originally intended.
3. The use of alcohol or a controlled substance by anyone on the trip is prohibited
4. Smoking by anyone in the CSUDH van is not allowed.
5. Transporting animals is not allowed without prior authorization.
6. It is recommended that more than one Authorized Driver be on each trip to allow for illness and/or fatigue during the trip.
7. The van is available only through reservation and is available on a first-come-first-served basis. Please plan ahead to facilitate that the van will be available on the date(s) your group requires.
8. The use of the van is subject to operational charges:
  - a) Daily Charge of \$35 per day will apply to the use of the van.
  - b) Fuel costs are the responsibility of the applicable CSUDH department authorizing the use of the van.
    - Authorized Department representative will receive the keys to the program vehicle and also the Van Card.

- Van Card can only be used to purchase gas, oil, and minor repairs (fan belt, repair tire etc.) for the subject van.
  - All Van Card receipts must be presented along with the keys and the applicable trip documents to RM/EHOS (see Van Program – Vehicle Use Responsibilities, item # 6 for additional information on returning the van)
  - The Van must be returned with a full tank of gas.
- c) Costs for cleaning and restoring the van to its pre-use condition will also apply beyond the normal customary usage condition.
9. All official trips must be approved by the head of the department making the van reservation (see form RMVP # 1001) and **all CSUDH student participants must have filed the required signed participation forms, consent forms, and/or the general release of liability form in order to be an Authorized Participant of the trip.** (see forms at [http://www.csudh.edu/admfin/risk\\_management\\_ehos.shtml](http://www.csudh.edu/admfin/risk_management_ehos.shtml) ) Only CSUDH student participants that have submitted a properly completed consent form, before starting the trip, will be allowed to participate in the applicable trip.
10. Misuse of Van – The following are considered to be a misuse of the University van:
- Driving the University van without authorization by designated University officials.
  - Driving without valid *California or other State* operator's license of the appropriate class for the type vehicle being driven.
  - Permitting a person who is not a University employee to drive the University van.
  - Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the van 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 van.
  - Improper storage or parking of University van.
  - Personal use or conveying passengers other than persons directly involved with University or State business, except with the approval of employee's immediate supervisor and the Director of Risk Management for the University.
  - Failure to comply with any law, regulation, or policy regarding the use of the University van, including the requirement to have satisfactorily completed a University approved defensive driving training course (see Van Program –Authorized Drivers item # 4c)

Employees misusing the University van may be personally liable for damages to persons or property and the legal expenses of defense since employees act outside of the course and scope of their employment during

the misuse. Employees who misuse the van may also be subject to disqualification from future use of the program van.

11. Parking of the Van Program vehicle
  - a) All authorized trips in the program van must start and end at the CSUDH campus
  - b) Parking of the van at the home of an Authorized Driver before and/or after is not permitted.

### **Van Program – Authorized Drivers**

1. Only Authorized CSUDH drivers can drive the van. Only CSUDH State employees can be an Authorized Driver. The Driver will be responsible for any and all citations, fines, or parking tickets received as a result of their driving the campus van.
2. Drivers are responsible for the safety of the passengers in the vehicle at all times. All drivers and riders must wear seat belts. The van can only be occupied by passengers with a functional seat belt available for their use.
3. The Driver is the official CSUDH representative in the vehicle unless accompanied by a faculty or staff member who is in charge of the participating group members.
4. To be considered an Authorized Driver you must meet the following requirements:
  - a. must be a minimum of 25 years of age and listed on their Division's Driver List for the current year (form STD. 261)
  - b. must have a current valid driver's license issued by the State of California of Class C or higher
  - c. must have successfully completed the CSU Online Defensive Driving course within the previous 4 years at ([http://www.csudh.edu/admfin/risk\\_management/risk\\_management\\_online\\_driver\\_registration.pdf](http://www.csudh.edu/admfin/risk_management/risk_management_online_driver_registration.pdf) )
  - d. must have their DMV record approved (less than 3 points) by the Department of RM/EHOS
  - e. must wear seat belt at all times
  - f. must wear corrected lenses and/or contacts if applicable
  - g. adhere to all rules and regulations of the state while driving the CSUDH van, to include not using a cell phone while driving
  - h. follow the accident procedures in the event of a collision and report a motor vehicle accident (injury and non-injury) within 48 hours to University Risk Management, using STD. Form 270 (Report of Vehicle Accident, Appendix A-4) and to the
    - i. Office of Risk and Insurance Management (ORIM)  
707 Third Street, First Floor

Sacramento, CA 95798-9052

(916) 376-5300; weekends call (916) 376-5295

- i. must not be under the influence of alcohol and/or controlled substances while driving the vehicle
- j. keep all receipts and documentation for any repairs, fuel/oil purchases and complete the proper trip report expense form for reimbursement

### **Van Program – Vehicle Use Responsibilities**

1. Drivers must inspect the condition of the van prior to its use and report any negative findings to RM/EHOS. This includes, as a minimum, the following on form ([RMVP # 1002](#)):
  - a. fuel level and starting mileage
  - b. lights – verify headlights, taillights, stoplights and turn signals for operational quality
  - c. horn and windshield wipers
  - d. seat belts
  - e. brakes (to include hand brake)
  - f. quality of the tires (to include the spare tire)
  - g. first aid kit
  - h. van housekeeping
  - i. verify that the glove compartment has informational forms for emergency repair, reporting of accidents, proper storing and parking of the vehicle when finished, and the correct type of gasoline and oil to be used in the vehicle
2. The Driver is responsible for the safety and conduct of all passengers in the vehicle. Any and all conduct affecting the safe operation of the vehicle is not allowed.
3. Van must be returned with a full tank of gas indicated on the fuel gauge.
4. Van must be returned with a clean interior and without bags of trash.
5. At the end of the vehicle use --report (in writing) any adverse incidents to RM/EHOS on form to include as a minimum the following:
  - a. any malfunctioning features of the vehicle (lights, leaks, etc.)
  - b. any damage to the vehicle (interior or exterior) and who was responsible
  - c. any citations or parking tickets received
  - d. any suggestions for improving the Van Program
  - e. Driver's printed name signature must appear on the form
6. Return the vehicle to its designated parking area and do the following:
  - a. The designated parking area is where you started your trip from the campus

- b. Remove all baggage and student equipment
- c. Clean the interior of the vehicle
- d. Note the final mileage and the fuel level reading on the Trip Log
- e. Lock the vehicle
- f. Return the vehicle keys and Van Card (and receipts) to RM/EHOS on the following schedule – (failure to comply will result in charge of additional day of use to department account)
  - as soon as possible or within 4 hours of trip completion
  - before 9 am of the next business
  - agreed upon time prearranged at time of van reservation

### **Van Program – Safe Driving**

1. Only Authorized Drivers are allowed to drive the campus van on authorized trips or excursions.
2. Because the Driver is responsible for the safety of all trip participants, the following general rules apply to all trips:
  - a. each driver will limit their driving time to a maximum of 6 hours per day
  - b. the vehicle will not travel more than 14 hours per day, regardless of the number of drivers available for any one trip
  - c. it is recommended that driving between the hours of 1 am and 5 am not be attempted
3. When assigned as the Authorized Driver, you may not authorize or permit anyone else to operate the vehicle unless the other driver is also a qualified Authorized Driver for CSUDH.
4. All cargo must be secured properly to prevent damage to seats, upholstery, glass, etc. Seats are not to be removed by trip participants. No cargo shall be secured to the outside of the van. Any problems in accommodating unusual cargo must be referred to RM/EHOS for resolution.
5. The Safety of all participants must never be compromised by any participant of the trip.

### **Trip Planning and Driver Rest**

1. The Van Program vehicle is designed to be used for short local trips that take participants only a few hours from the CSUDH campus. If the van is to be used for a more extended trip, the following must be followed:
  - a. take rest stops every 3-4 hours
  - b. provide alternate Authorized Driver

- c. departure times for the return portion of any trip need to be planned so that Drivers have had sufficient rest to safely drive the vehicle.
2. The use of a designated navigator for all trips is recommended to allow for the Driver to concentrate on the road and traffic.
3. If inclement weather makes continuation of your trip unsafe, find shelter at the nearest public place such as restaurant, hotel, etc.
4. Any organization scheduling a trip that is further than two hours from the campus in which the Driver is an active participant in the activity, should consider providing a Driver that is not involved in the event.

### **Forms Required for Trip**

1. Van Reservation Form # RMVP – 1001; (on website)
2. “Informed Consent Form 2011” (on website) (if applicable)
3. Van Pre-Trip Checklist Form # RMVP – 1002 (form inside van file box)
4. Van Trip Log Form # RMVP – 1003 (used for tracking miles; inside file box)
5. Van – Important Contact Numbers – list of numbers for issues involving repairs, breakdowns, towing, accident handling information (inside van file box)