This Risk Management Memo supercedes and clarifies information concerning the use of university and privately owned vehicles in the conduct of university business. Information regarding the use of rental vehicles for university business is contained in Risk Management Memo No. 98-03.

USE OF UNIVERSITY VEHICLES

A university vehicle is defined as a vehicle that 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.

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 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 and where such latter use has been authorized in advance by appropriate administrator.

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.

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 dogs in a university vehicle. **Exception:** A seeing-eye or service dog accompanying a passenger.

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.

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 conducted by the University Police Department. Information concerning the schedule of Defensive Driver Training can be obtained by contacting Campus Police at ext. 54101.

REPORTING OF VEHICLE ACCIDENTS

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.

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 Safety and Risk Management (562) 985-2283. For such accidents occurring outside of normal business hours (Monday – Friday 8:00am to 5:00pm), phone notification would be reported to campus Police (562) 985-4101.

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 Management. 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 Management

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 Management at ext. 52283.

FORMS: http://daf.csulb.edu/forms/bhr/index.html