

CSU Driver Application/Declaration

This form should be submitted to the Sport Clubs Administrator (SCA) along with required documents listed in Section I.

Section I: Requirements of All Applicants

1. Copy of your valid driver's license.
2. Approved 'Request to Operate Vehicles on University Business' or 'Authorization to Use Privately Owned Vehicles on State Business.
3. Proof of the vehicle's liability insurance (if driving privately owned vehicle).
4. Approved 'University Volunteer Form'.
5. Documentation of completion of the campus defensive driving training (e.g. Certificate, e-record, note from campus training officer).

Section II: Driver Policies

1. Drivers must have a valid Driver's License.
2. Drivers must be 18 yrs or older to drive CSU owned vehicles, but must be 21 or older to drive CSU approved rental vehicles on university approved trips. Drivers must be 18 yrs or older to drive personal vehicles, with or without passengers.
3. Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels etc.
6. All travelers must wear seat belts. Number of passengers must not exceed number of operational seatbelts.
7. In the event of a motor vehicle accident, the driver must follow the campus vehicle accident procedures.

Section III: Travel Policies

1. Total daily driving distance not to exceed 800 miles irrespective of the number of approved drivers
2. For trips over 400 miles in one direction, two approved drivers are required for each vehicle.

3. No single driver may drive more than 3 hours without taking a mandatory minimum 15 min. break.
4. No travel to occur between midnight and 6am.

Section IV: Trip Leader Authority

The Trip Leader is responsible for the safe operation of a vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers and drivers.

Section V: Vehicle Declaration (Private Vehicles). (An additional 'CSU form' may be required for vehicle approval.)

Please initial every statement

- ____ 1. I verify that the vehicle being driven (Lic. Plate# _____) is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.
- ____ 2. I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.

Section VI: Driver Agreement/Declaration

Please initial every statement

- ____ 1. I understand the information outlined in Sections I, II, III, IV, V.
- I also certify the following:
- ____ 2. I possess a valid California or other State driver's license.
 - ____ 3. I have not been issued more than one (1) moving violation or have been responsible for more than one accident (or any combination of more than one) during the past 12 month period.
 - ____ 4. Within the past 7 years, I have had no DUI convictions, reckless driving convictions or any conviction that has lead to a license suspension or revocation.
 - ____ 5. I understand and agree to abide by all driver policies listed in Section II.
 - ____ 6. I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.
 - ____ 7. I understand that I must immediately report any subsequent moving violations, DUI or reckless driving citations to the Trip Administrator.

Official Use Only	
____ Copy of DL	
____ Completed 'Request to Operate Privately Owned Vehicle Form' (if applicable)	
____ Proof of Vehicle Insurance Card	
____ Approved 'Volunteer Form'	
____ Defensive Driving 'Certificate of Completion'	
____ Approved	____ Not Approved
Signature _____	Date _____

Sport Club: _____

Date: _____

Driver Name: _____

Signature: _____