



CALIFORNIA STATE UNIVERSITY, LONG BEACH

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Use of University Vehicles

The following policy guidelines apply to the use of university vehicles. A University Vehicle is defined as a motorized device for land transportation owned, leased, or rented by the university, state or any state agency.

Criteria for Use

- The person authorized to drive is a university employee in active, state-funded pay status or a person on volunteer status. The campus *may not* loan or lease a university vehicle to any non-state entity including CSULB auxiliary organizations.
- Written approval of the use of a state vehicle has been given by the appropriate university manager.
- The university has requested a copy of the individual's driving record annually from the Department of Motor Vehicles and verifies that the employee maintains eligibility as a licensed driver.
- The individual satisfactorily completes a CSU approved Defensive Driver Training Course once every four (4) years. Defensive Driver Training is conducted by the University Police Department. Information concerning the schedule of Defensive Driver Training can be obtained by contacting University Police at extension 54101.
- The individual has a valid California or other state driver's license in his/her possession and the license is the correct class for the type of vehicle he/she is driving.
- A visiting professor from another country here for more than six months must have a valid United States driver's license in his/her possession in order to drive a university vehicle.

Parking of a University Vehicle

- 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 business the same day or on the next succeeding workday.
- Parking overnight of a university employee's home is permissible when an employee is departing or returning from an official trip away from the campus under circumstances that make it impractical for the employee to use other means of transportation, or where the employee's home is reasonable en route to or from the campus and he/she is to commence work the following day.



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Misuse of University Vehicles

The following conditions are considered to be a misuse of university vehicles:

- Driving a university vehicle without authorization
- Driving without a valid California or other state driver's license of the appropriate class for the type of vehicle being driven
- Permitting a person who is not a university employee to drive a university vehicle
- Engaging in unsafe practices, including failure to use and to ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harness.
- 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 the university vehicle
- Personal use or conveying passengers other than persons directly involved with university business
- Failure to comply with any law, regulation, or policy regarding the use of university vehicles, including the requirement to have satisfactorily completed a university approved defensive driver training course.

Employees misusing university vehicles may be personally liable for damages to persons or property caused third parties and the legal expenses of defense, since employees act outside of the course and scope of their employment during misuse. Employees who misuse university vehicles are also subject to disciplinary action by the university.

Vehicle Accidents

University employees involved in an accident while driving a university vehicle *shall*:

- Make no comment or statement regarding the accident except to the police or university officials
- 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 shall be detached and given to the driver of the other vehicle.
- All vehicle accidents that result in injury to any person other than university employees or that involve serious damage to the property of others shall be reported immediately to the employees manager or the university office of Safety and Risk Management (562)985-2283.
- In addition to phone notifications required above, a Report of Vehicle Accident, [Std. Form 270](#) must be completed and forwarded to the university office of Safety and Risk Management within 24 hours.



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- When a university vehicle is struck while parked unattended the damage to the university vehicle is under \$1,000, and the name (or license number) of the party causing the damage is unknown, no Std. Form 270 needs to be completed.
- When a university vehicle is struck while parked unattended, the name (or license number) of the party causing the damage is unknown, and the damage to the university vehicle is over \$1,000, the driver of the vehicle will complete only that portion of Std. Form 270 listing identification of the driver, vehicle, location, time damage probably occurred, and signature.

University managers and supervisors of employees involved in an accident while driving a university vehicle *shall*:

- Ensure that the employee completes the [Std. Form 270](#) or will do it for him/her if the employee is unable to do so.
- Investigate each accident promptly and thoroughly
- Prepare a Supervisor's Review of State Driver Accident, [Std. Form 274](#); and
- Forward the completed Std. Form 274 to the university office of Safety and Risk Management within 48 hours.

For further information contact the university office of Safety and Risk Management.

Use of 15-Passenger Vans

Effective January 1, 2005 , operation of 15-passenger vans is limited to persons holding a valid "Class B" (commercial) driver's license with an endorsement for operating a passenger transportation vehicle. This restriction applies to 15-passenger vans that are owned, leased or otherwise in the possession of the University including the rental of 15-passenger vans by university employees for the purpose of conducting university business.

Use of University Vehicles by Non-Salaried Personnel (Volunteers)

Effective January 1, 2005 , in an effort to minimize the liability to the University, non-salaried personnel such as volunteers, including students afforded volunteer status, may only operate University vehicles on the CSULB campus. Students who are not student employees are not authorized to drive University vehicles under any circumstance.

FORMS: [Std. Form 270 –Vehicle Accident Report](#)

[Std. Form 274 – State Driver Accident Review](#)