



California State University Bakersfield

SAFETY GUIDELINES OPERATION OF POWERED CARTS

SUBJECT: DEFENSIVE DRIVER TRAINING PROGRAM

California State University, Bakersfield has set the following policy and procedures governing employee use of vehicles on state business, domestic travel related to employment, and University sponsored field trips. The Defensive Driver Training Program (DDTP) establishes procedures for permitting and authorizing drivers. This program is designed to ensure the safety of employees, students, and the public. Additionally, the DDTP complies with state mandates and promotes employee awareness and encourages safe driving.

1.0 ORGANIZATIONS AFFECTED

All organizational units of the University, including auxiliary organizations, as deemed necessary in consultation with the Office of Safety and Risk Management (S&RM).

2.0 REFERENCES and AUTHORITY

- California State University System Wide Policy, Use of University and Private Vehicles Policy Guidelines
- California State University Executive Order 1039 – Occupational Health & Safety Policy
- California State University Executive Order 715 – Risk Management Policy
- California Motor Vehicle Code
- Government Code, Sections 11290(a), 16378, and 16379.
- Executive Order Index: <http://www.calstate.edu/EO/>
- System Wide Risk Management Policy: <http://www.dgs.ca.gov/orim/Home.aspx>
- System Wide Human Resources Policy: <http://www.calstate.edu/HRAdm/memos.shtml>
- System Wide Business & Finance Policy: <http://www.calstate.edu/icsuam/>
- State Office of Risk & Insurance: <http://www.dgs.ca.gov/orim/Home.aspx> California Law (codes): <http://www.leginfo.ca.gov/calaw.html>

3.0 POLICY:

It is the policy of California State University, Bakersfield to promote and administer a motor vehicle safety program with the goals of reducing risk of injury to motorists and pedestrians, and to reduce the risk of financial loss to the State of California, the Trustees of the CSU, and the University. Employees who are required to drive, or who desire to drive on State business, are required to adhere to this program by: completing the certified defensive driver's training program on a periodic basis; performing vehicle inspection as required by the CSU Vehicle Guidelines, and by participating in the Department of Motor Vehicles (DMV) Employer Pull Notice program.

4.0 DEFINITIONS:

University Employees: Those persons who have completed all prerequisites to CSU employment, including CSU faculty, staff, and student assistants.

University Vehicle: A University vehicle is defined as a motorized device for land transportation owned, leased, or rented by the University, State or any State agency, including and not limited to automobiles, trucks, golf carts, tractors, etc..

Active Status: California driver in good standing; non-negligent operator.

1) Active Status:

- Valid California Driver's License.
- Less than 4 points in 12 months, or
- less than 6 points in 24 months, or
- less than 8 points in 36 months.

Restricted Status: Consists of a review of the driving record to determine and consider the severity of the violations, which sanctions use of driver's license for employment purposes during specific hours of employment. Restrictions may be imposed for employment and non-employment incidents/accidents.

1) Restricted Status (any one of the following):

- Restricted use of California Driver's License.
- A Driving Under the Influence (DUI) conviction within the last 12 months.
- A vehicular felony conviction within the last 12 months.
- At fault vehicular accident while on State business within the last 12 months.

Prohibited Status: A negligent operator whose state driving privilege has been suspended or revoked.

1) Prohibited Status (any one of the following):

- Revoked or suspended California Driver's License.
- 4 or more points in 12 months; or
- 6 or more points in 24 months; or
- 8 or more points in 36 months.

Volunteers: Those persons who perform work or provide services to the University, without financial gain, whether on a long- or short-term basis for event specific assignments and who have officially registered as Volunteers through Human Resources with the University. Registered volunteers are considered University employees for the purposes of this State Vehicle Driver Program.

5.0 RESPONSIBILITIES:

5.1 The Office of Safety and Risk Management will:

- Administer the Defensive Driver Training Program.
 - Determine who is authorized to drive on official university or state business, and the types of vehicles they are qualified to use.
 - Develop a systematic method of tracking employee participation in the State Vehicle Defensive Driver Training program, including issuing driver's permits.
 - Ensure receipt of proper documentation required for participation in the Department of Motor Vehicle (DMV) Employer Pull Notice Program.
 - Ensure prompt reporting to the AVP of Human Resources when S&RM has received notification that an authorized driver has a status change on the DMV Pull-Notification Program that affects the authorization to drive.
 - Ensure proper reporting of a motor vehicle accident (STD Form 270) and post-accident review by a safety coordinator and/or supervisor.

5.2 The S&RM Designated Training Program Administrator will:

- Establish a DMV Employer Pull Notice file that will contain driving history data for each registered participant.
- Ensure that employee and/or Volunteer has a valid California driver license.
- Ensure that out-of-country visiting faculty possesses a valid United States driver license.
- Ensure that the driver is familiar with all applicable changes to the California Vehicle Code.

- Ensure employee participation in a State Defensive Driver Training course at least once each four years.

5.3 Supervisors, Managers, Department Chairs, Directors, and Deans will:

- Plan, assign, monitor, and evaluate the work activities of State personnel with regard to travel assignments, in accordance with established University, CSU, State of California, and Federal requirements. All work assignments regarding travel on state business shall be facilitated in a manner, which minimizes the risk and liability to the University, while fulfilling the administrative and instructional goal(s) of the institution.

5.4 Employees will:

- Participate in and attend a State Vehicle (vehicle/van) Defensive Driver Training program at least once every four years.
- Perform the duties and tasks of their position in a manner that presents the lowest risk and exposure to themselves and the University.
- Become knowledgeable of and submit all required documentation, adhere to risk management-related standards, guidelines and regulations that pertain to their work assignments.
- Report to the Office of Safety and Risk Management, and their supervisor, any vehicle related accidents while conducting State business or any activity that presents an undue risk and/or liability to the University.
- Notify the Office of Safety and Risk Management if their work demands require the use of a vehicle in the performance of their job duties.

6.0 Procedures:

6.1 Defensive Driver Training Program:

- Record name, (CA) driver's license number, submission of STD Form 261, department affiliation and date of completion of defensive driver training class.
- An annual record of driving performance shall be obtained through the DMV Employer Pull Notice program.
- A certification of training issued by the Office of Safety and Risk Management Training Administrator shall be sent to employee, and an electronic list will be established as the permanent employee training record.

6.2 Driving Record:

Establish driving record review process, to include;

- Bi-annual review of driving record.
- Evaluation of DMV report when a person's driving record or action(s) give cause for doubt on ability to drive safely.

Criteria (DMV) to determine suspension, includes:

- 4 points in 12 months OR
 - 6 points in 24 months OR
 - 8 points in 36 months OR
 - A Driving Under the Influence (DUI) conviction within the last 12 months OR
 - A vehicular felony conviction within the last 12 months OR
 - At fault vehicular accident while on State business within the last 12 months OR
 - Revoked or suspended California Driver's License.
- Determine driving eligibility based on the driving history and his/her compliance with DMV standards.

6.3 Authorization to Use Privately Owned Vehicles:

- Campus management is responsible for authorizing persons to drive privately owned vehicles to conduct official university or state business.
- Certification is required, prior to granting authorization, in writing ensuring that the person has the following:

Liability insurance in the following amounts:

- \$15,000 Personal injury to, or death of, one person;
- \$30,000 for personal injury to, or death of, two or more persons in one accident, and
- \$5,000 for property damage.
- Coverage adequate for the work to be performed;
- A vehicle equipped with safety belts in operating condition;
- A vehicle in safe mechanical condition as required by law; and
- An approved current year Certification statement (STD Form 261) signed by an Authorized person on file with the Office of Fiscal Services, Accounts Payable Department.

6.4 Defensive Driver Training Program Process:

Employees new to the program are required to complete and/or submit the following:

- State Vehicle Driver Program Training Permit Request Form.
- Authorization to Use Privately Owned Vehicle on State Business (STD Form 261); with:
 - Copy of private vehicle personal insurance.
- Copy of valid (CA) driver license.
- Enrollment form for the DMV Employer Pull Notice program.
- Registration and completion of a CSU approved Defensive Driver Training class.