

DRIVER APPLICATION

**CERTIFICATION AND REQUIREMENTS FOR BUSINESS USE OF PRIVATE VEHICLES,
COMPANY OWNED, NON-OWNED AND HIRED VEHICLES**

The **CSU Fullerton Auxiliary Services Corporation (ASC)** driving policy applies to all persons who are required or instructed to drive a company owned or leased vehicle or who drive a personal vehicle on company business. The ASC partners with the California Department of Motor Vehicles (DMV) to ensure that each employee who drives on company business maintains a driving record that meets the minimum requirements of the ASC's insurance carrier.

APPLICANT MUST COMPLETE: (Please Print)

Last Name _____

First Name _____

CWID _____

Department _____

Email Address _____

Supervisor _____

My driving situation is best described as:

- I am required to drive a car as part of my job at least once per month.
- I am required to use my car once per week or more
- I am required to transport passengers or students
- I occasionally use my car for CSUF ASC Business (less than once per month)

Driving is a requirement of my activity as a/an:

- | | |
|--------------|--------------|
| ASC Employee | CSUF Faculty |
| CSUF Staff | CSUF Student |
| Other | |

Driver's License Number _____ **State** _____ **Expiration Date** _____

Name of Insurance Carrier _____ **Expiration Date** _____

Last Name: _____

First Name: _____

CWID: _____

The CSU Fullerton Auxiliary Services Corporation requires drivers to comply with the following rules:

1. Driver shall possess a valid California driver's license or an ASC approved equivalent to legally operate the class of vehicle(s) they operate.
2. Driver shall not have more than: 3 (three) driving record points for moving violations (speeding, failure to stop, etc.) in a twelve month period, more than 5 (five) points in an eighteen month period, or more than 6 (six) points in a thirty-six month period.
3. Driver shall not have any major violations (reckless driving, etc) or have been convicted of any alcohol or drug related driving offense during the past 3 (three) years. Drivers not meeting this requirement are restricted from driving ASC owned or rented vehicles or driving personal vehicles while on ASC business unless allowed by court order and approved by the ASC.
4. The provisions of Sections #2 and #3 shall apply regardless of whether or not the violation points were acquired while driving on ASC business.
5. Driver who uses an ASC owned vehicle for personal use without ASC consent may be subject to disciplinary action up to and including termination.
6. Driver who use personal vehicles for ASC business shall maintain and provide proof of liability insurance in the minimum amount prescribed by Vehicle Code Section 16028
7. Driver are required to report all accidents that occur while driving on ASC business or while operating an ASC vehicle to the ASC Business Services Manager (657)-278-4104 or to the ASC Human Resources Director at (657) 278-4116 within 24 hours of such accident.
8. Driver on ASC business shall only carry passengers who are also on ASC business.
9. Driver shall require that all passengers wear safety belts and ensure that, to the best of their knowledge, the vehicle is in safe mechanical condition.
10. Driver is required to practice safe driving standards and abide by all driving and safety laws; driver may not operate a cell phone while driving on ASC business.

Driver Acknowledgement:

1. I understand if I use my personal vehicle for ASC business, my insurance rather than the ASC's will be primary and first coverage to apply. Claims that are greater than my insurance policy may be covered by the ASC insurance policy. ASC has no obligation to reimburse me for any deductible payment due to my insurer.

Initial _____

2. **I hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available my driving record to my employer**, CSU Fullerton Auxiliary Services Corporation. I understand that my employer will enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, drivers license suspension, revocation, or any other action is taken against my driving privilege during my employment. I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to California Vehicle Code (CVC) Section 1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

Initial _____

My signature below acknowledges that I have read, understand and will comply with the above driving policy during my employment at the CSU Fullerton Auxiliary Services Corporation.

Employee Signature

Print Name

Date

For Human Resources Use Only:

Driver has provided a valid Driver License: _____

Driver has provided a copy of valid auto insurance coverage: _____

Data entry: _____