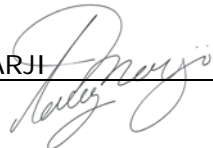


CSUF ASC POLICY AND PROCEDURES		Dept: ASC FINANCIAL SERVICES
Section: RISK MANAGEMENT –RM 310		No: RM 310
Approved by: Chief Financial Officer, TARIQ MARJI		Date: 11/11
Subject: Driving Policy		Total 1 Pg.(s).

RM 310.1: PURPOSE

Define requirements for employees who drive company owned vehicles, non-occasional drivers who drive non-owned or hired vehicles on company business. To fulfill AORMA auto liability insurance program requirements.

RM 310.2 SCOPE

The ASC driving policy encompasses all non-occasional drivers from the Administration Division, Commercial Services, Grants & Contracts and other ASC business entities. Also includes are employees who are reimbursed for mileage expense as related to their job responsibilities.

RM 310.3 DEFINITIONS

Non-occasional driver is a driver is defined to be either an employee whose job requires that he or she drive more than once a week or an employee or volunteer whose primary duty is driving-related. If an employee or volunteer is permitted to use a personal vehicle in the course and scope of “auxiliary organization business”, the auxiliary shall verify that the employee or volunteer has and maintains personal automobile liability insurance and that the employee’s or volunteer’s personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12.

RM 310.4 ACCOUNTABILITY & UPDATES

ASC employees who are non-occasional drivers will submit a completed driving policy, copy of current valid driver’s license and copy of their personal insurance. The information will be sent to the California State Department of Motor Vehicles who will provide the ASC with the employees driving record. The driving record will be reviewed for compliance and the employee notified if not in compliance. The Department of Motor Vehicles will update driving records once per year of if there are any violations.

Employee driver information will be destroyed and deleted from files at termination or with notification of job change.

FORMS

Employees who qualify as a non-occasional driver are required to complete a “CSU Fullerton Auxiliary Services Corporation Certification and Requirements for Business Use of Private Vehicles, Company Owned, Non – Owned and Hired Vehicles form.