

**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.

<p><u>APPLICANT MUST COMPLETE:</u> (Please Print)</p> <p>My Department _____</p> <p>Campus Phone Ext. _____</p> <p>Email Address _____</p> <p>Supervisor _____</p> <p><u>ASC HUMAN RESOURCES TO COMPLETE:</u></p> <p>CWID Number _____</p>	<p><u>APPLICANT MUST COMPLETE:</u></p> <p>My driving situation is best described as: (X)</p> <p><input type="checkbox"/> I am required to drive a car as part of my job (at least once per month)</p> <p><input type="checkbox"/> I am required to use my car once per week or more</p> <p><input type="checkbox"/> I am required to transport passengers or students</p> <p><input type="checkbox"/> I occasionally use my car for CSUFASC Business (less than once per week)</p> <p>I AM: <input type="checkbox"/> ASC Employee <input type="checkbox"/> CSUF Faculty <input type="checkbox"/> CSUF Staff <input type="checkbox"/> CSUF Student <input type="checkbox"/> Other _____</p>
--	---

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

- 1.) Drivers shall possess a valid California driver's license or an ASC approved equivalent to legally operate the class of vehicle(s) they operate.
- 2.) Drivers 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.) Drivers 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.) Drivers who use an ASC owned vehicle for personal use without ASC consent will be disciplined; such discipline may range for a suspension to termination.
- 6.) Drivers 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.) Drivers 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.) Drivers on ASC business shall only carry passengers who are also on ASC business.
- 9.) Drivers shall require that all passengers wear safety belts and ensure that, to the best of their knowledge, the vehicle is in safe mechanical condition.

Driver's License Number	State	Expiration Date
Name of Insurance Carrier	Expiration Date	
<p>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.</p>		
Employee Signature	Print Name	Date

DRIVER HAS PROVIDED PROOF OF INSURANCE YES

DRIVER HAS PROVIDED A CURRENT DRIVER'S LICENSE YES

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