

ASC Business Driving Guidelines

These guidelines are for all CSU, Fullerton Auxiliary Services Corporation's ("ASC") employees including student employees. For more information, call the HR Office at 657-278-4120.

ASC Regular Driver Guidelines

Managers are responsible for designating individuals as regular drivers by following these procedures. Regular drivers must fill out a driving application (posted on ASC website www.csufasc.org under HR Forms) prior to any work-related driving and/or receiving any mileage reimbursement.

1. A regular driver is a driver that is defined to be an employee or volunteer whose job requires that he or she drive more than once a month or whose primary job duty is driving related. When an employee is permitted to use a personal vehicle in the course and scope of ASC business, the auxiliary shall verify that;
 - The employee maintains personal automobile liability insurance.
 - The employee has a valid motor vehicle driver's license for the type of vehicle they are driving.
 - The employee has no more than three (3) violation points in a twelve (12) month period or five (5) violation points within an eighteen (18) month period.

2. ASC employees who are regular drivers should submit to HR the following prior to driving on ASC related business:
 - Driving Application
 - Copy of current valid driver's license
 - Copy of their personal automobile 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 if there are any violations.

3. Employees upon being hired or changing positions and are identified on the hiring Personnel Transaction Report ("PTR") Form as regular drivers, will be assigned a driving application in NEOGOV (ASC's onboarding vendor). Instruction for submitting proof of insurance and valid driver's license will be included as part of the onboarding process.
4. Individuals who are regular drivers will also be required to complete the Defensive Driver Training ("DDT") prior to any business-related travel and/or receiving mileage reimbursement. The DDT must be completed every four years. To confirm that the DDT requirements have been met, please log onto the Employee Training Center at <http://training.fullerton.edu>.
5. An employee's personal automobile liability insurance is the primary coverage if an accident occurs when the employee is driving their vehicle on ASC business. This insurance may also be primary if an employee rents a vehicle. While the normal practice of insurance carriers is to allow occasional use of personal vehicles for business purposes, ASC employees should confirm this with their carrier.
6. If an employee uses a personal vehicle in the course and scope of ASC business, the employee shall confirm that their personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12.
7. HR office will retain the original signed driving application form. Respective departments should have a copy of the form.
8. ASC employees who drive small carts or twelve-fifteen (12-15) passenger vans must complete University approved small cart training.

This is coordinated with Environment Health & Safety (EHS) for completing this requirement. EHS contact # is 657-278-7233.

ASC Occasional Driver Guidelines

Occasional drivers are defined as follows:

- A. An employee driving once a week or less to the store for office supplies.
 - B. An employee driving a golf cart on campus, regardless of how often;
 - C. An employee driving a rented vehicle while out of town at a business-related conference.
1. If an employee uses a personal vehicle in the course and scope of ASC business, the employee shall confirm that their personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12.
 2. An employee, including a student employee, who drives less than once a month or less than twelve (12) times annually need not complete the above DDT course (contact HR to be waived from the training). HR must verify that:
 - The person has a valid California or other State driver's license in his/her possession and the driver's license is of the correct class for the type of vehicle she/he is driving. The driver must file a one-time;
 - ["Authorization to Obtain Driving Records from the Department of Motor Vehicles" form \(INF254\)](#)   with University Police.
 - A visiting employee from another country for more than six (6) months, must have a valid United States driver's license in their possession in order to drive a University or States vehicle. The driver must be familiar with all regulations specific to the California Vehicle Code. Contact ASC HR office at 657-278-4120 for assistance.

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