



University Vehicle Use and Authorized Driver Policy

Policy Number:	AF-09-001 Formerly: Travel Using Vehicles and Verification of Drive Authorization
Policy Administrator:	VP, Administration and Finance
Policy Initiator:	Director, Safety and Risk Management
Authority:	CSU University and Private Vehicles Policy Guidelines; EO 715- CSU Risk Management; EO 1041- CSU Student Travel; California Public Contract Code Section 10326.01; EO 691 Motor Vehicle Inspections
Effective Date:	January 2012
Revised Date:	December 7, 2017
Approved:	President Thomas A. Cropper
Approval Signature:	/s/

Purpose:

This policy articulates the campus standards for those authorized to operate campus-owned, leased, or rented vehicles for official University business/travel on or off campus.

Scope:

The policy shall apply to all employees, students and volunteers of California State University Maritime Academy (Cal Maritime) and its auxiliaries who operate any state or privately owned vehicle while conducting Cal Maritime business or activities. This policy will comply with travel insurance requirements (EO 1041) and may require liability waivers as applicable to (EO 1051).

Accountability:

The Director of Safety and Risk Management is delegated with administrative oversight and programmatic responsibility of the use of Cal Maritime vehicles and the transportation of personnel, goods and services.

Policy:

In accordance with the California State University (CSU) system-wide guidelines, it is the policy of Cal Maritime that all employees who drive State, or privately owned vehicles, (including rental vehicles, power carts, tractors, forklifts, passenger vans up to 14 passenger and any other powered vehicles), on Cal Maritime (State) business be registered with the campus Department of Safety and Risk Management (SRM).

Furthermore, only Cal Maritime employees may drive Cal Maritime vehicles. Employees of non-state entities, or students driving on Cal Maritime business, must be an identified State Volunteer in order to drive on Cal Maritime business. Cal Maritime business is defined as “only when driven in the performance of, or necessary to, or in the course of, the duties of Cal Maritime employment.”

Procedures:

A. Use of Cal Maritime Vehicles:

1. Cal Maritime vehicles are to be used when cost savings can be realized. Public transportation is to be used in lieu of Cal Maritime vehicles when savings are thus effected.
2. Cal Maritime vehicles shall be used only in the conduct of Cal Maritime or State business. This means “only when driven in the performance of, or necessary to, or in the course of, the duties of Cal Maritime employment.” No Cal Maritime officer or employee shall use, or permit the use of, any Cal Maritime vehicle other than in the conduct of Cal Maritime or State business.
3. Only Cal Maritime employees may drive Cal Maritime vehicles. The campus may not loan or lease a Cal Maritime vehicle to any non-state entity, including CSU auxiliary organizations.
4. Use of a Cal Maritime vehicle as a livery of conveyance for non-Cal Maritime or State business will result in the vehicle not being covered by the State Motor Vehicle Liability Self-Insurance Program (VELSIP) in the event of a loss. The term livery of conveyance refers to the transporting of people or goods for hire. It includes conveyance by taxi service, motor carrier, or delivery service.

B. State-owned/leased Vehicles:

It is the responsibility of the campus department/unit to coordinate the lease or purchase of a vehicle with Procurement. Furthermore, working in collaboration with the Associate Vice President of Facilities or designate, it is the responsibility of the campus department/unit to ensure such vehicle(s) participate(s) in the Motor Vehicle Inspection Program as described in [EO 691, Motor Vehicle Inspections – Delegation of Authority](#), which includes proper maintenance, repair, and replacement activities. Please see below for the campus-level University Vehicle Safe Operator Program.

C. Rental Vehicles:

Rental vehicles used for off-campus activities must adhere to AF 09-002, University Field Trip and Off-Campus Activity Policy.

D. Privately Owned Vehicles:

Requirements for employees to complete a [Privately Owned Vehicles](#) (POVs) form when conducting official business of the University.

E. Additional Resources:

The following represent the CSU’s guidelines regarding the use of vehicles for University or State business.

1. [University Vehicle Safe Operator Program](#)
2. [University Authorized Driver Enrollment](#)
3. [Executive Order Index](#)
4. [System-wide Risk Management](#)
5. [Human Resources](#)
6. [Business & Finance](#)
7. [State Office of Risk & Insurance](#)
8. [California Law \(codes\)](#)