

Vehicle Usage

Policy No.: 450-01

Effective: 2/21/12

POLICY:

The University owns and maintains vehicles assigned to various departments, to provide transportation for University employees in the performance of their duties, and to support instructional programs in the most effective, efficient, and safest way possible. These vehicles are to be used when cost savings can be realized. A University vehicle is defined as a vehicle which is self-propelled and is owned, leased, or rented by the University, University Auxiliaries, the State, or any State agency on behalf of the University.

Authorization to operate a State vehicle is incorporated in the **Employer Pull Notice Program (EPN)** enrollment form <http://www-admn.csun.edu/police/dmv-pull-notice.pdf>.

Every employee who drives a University vehicle must have on file with the EPN Coordinator an authorization form to operate a State vehicle. Each employee must complete the **Defensive Driver training** course administered by the Office of Environmental Health and Safety (EH&S). All operators of powered carts must adhere to the powered cart safety guidelines, available at EH&S http://www-admn.csun.edu/risk/riskweb_08/vehicles/powered-cart-safety-program.pdf.

Employer Pull Notice Program:

The (EPN) program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. In order to comply with the CSU requirement to verify the California driving records of all State employees authorized to drive on State business, the University has implemented the Department of Motor Vehicles' EPN. It is a requirement that all University employees authorized to drive on state business using a state vehicle (including electric/gas carts) be enrolled in the program. The program is administered by the Department of Police Services under the direction of the Chief of Police.

In order to facilitate the process campus-wide, each department/division/college designates an individual who will work with the EPN coordinator to organize and assist with the enrollment of their respective employees. This individual is responsible for notifying the EPN coordinator of any employee change.

Definition of Employee:

Employees are defined as all faculty, staff, student assistants and work study students who are employed by the University or its Auxiliary Organizations in an active pay status. Persons working on a volunteer basis (Job class code 0050), which include adjunct faculty, are considered to be employees for the purpose of this policy, as stated in the Office of the Chancellor publication "**Use of University and Private Vehicles Policies and Regulations.**" http://www.calstate.edu/HRAAdm/Policies/csumv_policy_guideline.pdf. Persons who are not defined as employees, including students or members of the family of an employee, are not authorized to drive University vehicles.

PROCEDURES:

University vehicles shall be used only in the conduct of University business. This statement means University vehicles may be used only when operated in the performance of, or necessary to, or in the course of the duties of the State, the University, and the University Auxiliaries.

Note: Certain University employees because of the nature of their responsibilities may have a University vehicle permanently assigned to them. When an assigned vehicle is stored at the employee's place of residence, when not in official use, an Off-Campus Home User Permit <http://www-admn.csun.edu/ppm/asset/home-user-permit.pdf> must be on file with the office of University fleet management in Physical Plant Management (PPM). The employee must also comply with applicable Internal Revenue regulations concerning taxes. The employee's department must notify the Office of Human Resource Services and Payroll Administration when a University vehicle is assigned to an employee so that appropriate procedures are followed for tax purposes.

Only University employees may drive University vehicles. The University and University Auxiliaries may not loan or lease a University vehicle to outside organizations.

All University and University Auxiliary departments owning or operating vehicles are required to submit annual vehicle inventory confirmation or updates to the University fleet administrator at PPM. This inventory is used to ensure that all vehicles are included in the University Risk Pool Inventory

http://www-admn.csun.edu/risk/riskweb_08/vehicles/vehicle-risk-management-guidelines.pdf

Procurement of Vehicles:

All acquisitions of a vehicle must be justified by the requester on a Motor Vehicle Purchase Approval form

<http://www-admn.csun.edu/ppm/forms/motor-vehicle-purchase.pdf>.

Donated vehicles are additionally subject to approval by the University Foundation.

Safety Maintenance and Repair:

In accordance with CSU Executive Order 691, the University designates the Engineering Services for Physical Plant Management (Associate Director) with the responsibility for the Motor Vehicle Inspection Program (MVIP) and ensuring that all aspects of the vehicle inspection program guidelines are followed.

http://www-admn.csun.edu/vp/policies/450_ppm/sop-450-01.pdf

Safety maintenance and repair of University vehicles is assigned to the Associate Director. Operating departments will be notified when vehicle inspections are required. It is essential that the repair of any vehicle covered by this policy, on or off campus, have prior approval of the Associate Director. The Associate Director ensures that campus-owned vehicles are properly maintained, removes vehicles from service if they are liable to experience failure or if they are unsafe.

Operator Inspection:

All University employee drivers must be trained and qualified prior to being authorized to operate a State-owned vehicle. All employees are responsible for vehicles they operate. Each employee is responsible for:

1. Possess a valid University Defensive Driver Certificate from Risk Management and a valid California Driver's License.

2. Maintains an acceptable driving record.
3. Understands and follows the University's procedures regarding drivers and motor vehicles, and practices good, safe driving habits at all times regardless of pressures and constraints.
4. Visually inspects the vehicle prior to operation and completes appropriate logs if applicable.
5. Reports all vehicle problems and unsafe conditions to employees supervisor or the Motor Vehicle Inspector.

The operator of any State-owned vehicle must inspect the vehicle before driving it. The vehicle should be checked visually to ensure that such items as the tires are in good condition and adequately inflated, all mirrors are usable, and that there is a gas cap, spare tire, and a jack if applicable. The brakes, lights, and other controls should be tested for satisfactory performance. For vehicles operated off campus for field trips, etc., a Weekly Inspection form must be completed (Form 825-60B) by the vehicle operator and forwarded to the Associate Director concurrent with the monthly trip log.

Vehicle Accidents:

The driver of a University vehicle involved in an accident must record all pertinent information on Accident Identification Form 269 <http://www.documents.dgs.ca.gov/osp/pdf/std269.pdf> before leaving the accident site. This form is located in the glove compartment of the vehicle. The completed Accident Identification form should be submitted to the University Office of Risk Management as within 48 hours.

An accident involving personal injury or property damage must be reported to the Office of Risk Management within 48 hours on Report of Vehicle Accident Form 270 <http://www.documents.dgs.ca.gov/osp/pdf/std270.pdf>. The completed report must be signed by the operator and approved by the operator's supervisor.

Parking Off Campus:

Unless an Off-Campus Home User Permit is on file for employee, as described in the **PROCEDURES**, a University vehicle may be parked at the University employee's home only when the vehicle is to be used in the conduct of University or State business the same day or before usual working hours on the next workday.

Authorization for off-campus parking of a State vehicle at the employee's residence must be approved in advance by the University President or designee. Parking overnight at a University employee's home is permissible when the employee is departing on or returning from an official trip away from the University under circumstances which make it impractical for the employee to use other means of transportation, or where the employee's home is reasonably en route to or from the University and the other destination where the employee is to commence work the following day. When this situation occurs, the vehicle shall be parked off the street where feasible, or where the hazards of accidental damage, theft, and vandalism are reduced.

Parking and Driving on Campus:

Drivers of University vehicles must comply with posted University parking and driving regulations.

Lost Keys:

Lost keys must be reported to the Department of Police Services and to the Associate Director, Engineering Services for Physical Plant Management.

Vehicle Security:

University vehicles must be properly parked and secured when left unattended.

Vehicle Travel Logs:

It is mandatory that operators of University vehicles that use a vehicle for off-campus activities such as academic field trips, etc., maintain a Monthly Travel Log, Form 273 <http://www.documents.dgs.ca.gov/osp/pdf/std273.pdf>. Vehicles used in the conduct of on-campus activities are exempt from this section. Exempted vehicles include powered carts and maintenance vehicles.

In addition to the Monthly Travel Log, the Daily Trip Log, (available at PPM) must be completed when a driver with a Class A or B license drives a vehicle with 16 or more passengers. The California Highway Patrol and the Department of Motor Vehicles monitor driving activities of persons with Class A or B licenses.

Misuse of University Vehicles:

Misuse of any University vehicle can result in disciplinary action, including the loss of the employee's driving privileges of University vehicles. The following conditions are considered to be a misuse of University vehicles.

1. Driving a University vehicle without the authorization of a manager or supervisor of the department that owns the vehicle.
2. Driving without a valid California operator's license of the appropriate class for the type of vehicle being driven.
3. Permitting a person not defined as a University employee to drive a University vehicle.
4. Noncompliance with traffic/motor vehicle laws and regulations.
5. Engaging in unsafe practices, including failure to use and ensure that all passengers use all available safety equipment in the vehicle being operated. Safety equipment includes seat belts and/or shoulder harnesses.
6. Falsification of travel logs, travel authorizations, defensive driver certificates, accident reports, or other forms relative to the use of the vehicle.
7. Improper storage or parking of a University vehicle.
8. Personal use of State vehicles or transporting passengers other than persons directly involved with official University, University Auxiliary or State business.
9. Failure to comply with any law, regulation, or policy regarding the use of University vehicles, including the requirement to have satisfactorily completed the University Defensive Driver training course.

REFERENCES:

Office of the Chancellor Publication booklet, Use of University and Private Vehicles Policies and Regulations.

http://www.calstate.edu/HRAAdm/Policies/csumv_policy_guideline.pdf

- [CSU Executive Order 691](#)
- [SAM 4101](#), [SAM 4115](#); [SAM 4107](#), [SAM 4109](#)
- [SUAM 2721.02.05](#), [SUAM 2721-01](#), [SUAM 2722.02](#)
- [California Vehicle Code 1808.1](#) (a) through (l)

- [The Federal Energy Policy Act \(Epack\) of 1992](#)
- [The Department of Energy Alternative Fuel Transportation Program \(AFT\)](#)

RESPONSIBILITIES:

Department:

Every department that has acquired a vehicle for their exclusive use is responsible for enforcing all rules, policies and guidelines relating to those vehicles as stated herein. Failure to do so will result in a department's vehicle being placed under the direct control of PPM.

Periodic unscheduled checks of each department's vehicle records will be made by PPM to ensure compliance with the Vehicle Acquisition, Usage, and Maintenance Policy.

University Employees:

University employees responsible for University vehicles are liable for any and all costs due to misuse incurred or consented by them. University employees who misuse University vehicles are also subjected to disciplinary action.

FORMS:

- [Vehicle Acquisition Request](#) (825-60A-purchase approval form)
- [Vehicle Weekly Inspection Checklist](#) (825-60B)
- [Accident Identification](#) (STD 269)
- [Report of Vehicle Accident](#) (STD 270)
- [Monthly Travel Log](#) (STD 273)
- [Daily Trip Log](#) (MCS 59-Class A or B license with more than 16 passengers-available at PPM)

FURTHER INFORMATION:

Associate Director, Engineering Services for Physical Plant Management

Office of Physical Plant Management (818) 677-2222

Office of Risk Management (818) 677-2079

Office of Environmental Health and Safety (818) 677-2401

APPROVED BY THE INTERIM PRESIDENT