



Driver Safety Program Guide

**Policies and Procedures
for Vehicle Use
During University Business**

2025

Record of Revisions

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I. Driver Safety Policy Information

A. Policy Statement

Vehicles driven during Cal State Monterey Bay (hereinafter “university”) business shall be operated in a safe manner, in compliance with applicable rules and regulations including the [CSU Vehicle Use Policy Guidelines](#). Only properly qualified and authorized persons may drive vehicles for university business. University vehicles may only be used for official, authorized purposes; personal use is prohibited. Drivers who fail to adhere to vehicle policies and procedures may have their driving privileges suspended or revoked.

B. Purpose

The purpose of this document is to establish University policy for vehicle use on official University business, and to define the procedures in place to minimize the potential for accidents and losses. Vehicle operation represents a significant source of potential loss exposure for the University. Accidents can result in losses arising from injuries to employees or others, and property damage to university vehicles and private property. This document also defines the framework for university compliance with the California State University (CSU) Fleet Safety Policy.

C. Applicability

This policy is applicable to operation of any vehicle on university business by any authorized driver. This includes university owned vehicles, personal vehicles, rental vehicles, leased vehicles, and/or vehicles on loan to the university for official business. This policy is also applicable to any person that is authorized to drive on university business, including faculty, staff, students, Persons of Interest (POI), or volunteers. University vendors, auxiliary employees, and/or contractors are not authorized to drive on university business and are not subject to this policy.

D. Definitions

California DMV Employer Pull Notification (EPN) - enables commercial and government organizations to monitor the driving records of employees who drive for them; risk management oversees this confidential process

Large passenger vehicles (LPV) – vehicles (vans or SUVs) which can seat between 10 – 12 passengers (maximum of 13 total occupants counting the driver); CSUMB does not allow state drivers to use vehicles with greater than 12 passengers; see section IV.A.

Low speed vehicle (LSV) - include (not limited to): four-wheeled electric- or gas-powered carts, golf-style carts, utility vehicles, all-terrain vehicles, small maintenance vehicles, or ADA-type transport carts; see section IV.C.

Moving violation: minor infractions like speeding, failing to yield, or using a cellphone while driving; typically, equals one DMV point

Person of Interest/Volunteers – persons who have completed all prerequisites to be recognized as a CSUMB Person of Interest (POI) and/or volunteer; this is generally an unpaid employment status whereby the person gains official access to specific systems, departments, and job duties detailed by the hosting department and supervisor; current CSUMB employees are not considered POI/Volunteers; examples of who should complete this form (not limited to): unpaid students, interns, volunteers, Corporation, OSU, auxiliary organization staff, etc.

Serious violation: includes DUI, reckless driving, leaving the scene, etc.; typically, equals two or more DMV points

University business - university activities that are directly related to any academic, business, executive, administrative, or support function of the University; this includes driving to meetings on/off campus

University employees - persons who have completed all prerequisites to CSU employment. This includes all CSU faculty, staff, and student assistants, Persons of Interest (POI), and persons on appointed volunteer status. Persons who are not "University employees," are not authorized to drive University vehicles. This includes students or auxiliary employees (unless appointed as POI/volunteers or employees). Members of the Board of Trustees, as officers of the University, are authorized to drive University vehicles.

Vehicle use during university business – when a vehicle (personal or state-owned) is driven in the performance of, or necessary to, or in the course of, the duties of university employment; this includes driving to meetings on/off campus

E. Responsibilities

1. Appropriate administrator/manager (MPP) is responsible for:
 - a. Advising department employees about the campus process and instructions for becoming cleared to drive during university business.
 - b. Giving permission for employees (staff/faculty/student assistants) to drive vehicles in support of university programs and activities under their direction and control; this is accomplished through the driver safety registration workflow system.
 - c. Advising department employees who have an out of state driver's license that they must provide current copy of their driving record from the state where their license is issued that covers the previous 24 months.

- d. Maintaining the *Authorization to Use Privately Owned Vehicle on State Business* (Form STD.261), by annually reviewing, signing, retaining form(s) for all employees who will drive personal vehicles on university business.
 - e. If the unit/department owns/controls a state vehicle the appropriate administrators/MPP is further responsible for:
 - 1) Assigning fleet safety and compliance with the provisions of this policy within their respective units.
 - 2) Allocating appropriate resources for maintenance and repair of vehicles under their inventory control.
2. Drivers are responsible for:
- a. Completing the driver registration and request workflow including uploading of driver's license and online training certificates. NOTE: Employees with an out of state driver's license (not CA) must provide a current copy of their driving record from the state where their license is issued that covers the previous 24 months.
 - b. Operating vehicles on university business in a safe and courteous manner at all times, and for complying with all provisions of this policy.
 - c. Notifying supervisor immediately of vehicle accidents, injuries, or changes to driver license status.
3. Safety, Risk & Sustainability (Risk Management or RM) is responsible for:
- a. Overseeing the Driver Safety Program.
 - b. Maintaining the Driver Safety Program Guide current with applicable state rules, regulations, and fleet safety practices.
 - c. Identifying driver safety training programs to meet the needs of the campus community.
 - d. Maintaining records within the database of authorized drivers.
 - e. Coordinating the California DMV Employer Pull Notification (EPN) for confidential driver record review.
 - f. Providing notification to supervisors and department heads concerning driver status, restrictions, and required actions.
 - g. Coordinating vehicle insurance claims for losses involving University vehicles.

4. Facilities Management Department (FMD) is responsible for:
 - a. Maintaining the fleet of university vehicles for official use by performing annual safety inspections and appropriate repairs are made for all University vehicles.
 - b. Reviewing and authorizing the purchase of new state vehicles of any type or style (full size, low speed, tractors, etc.).
 - c. Maintaining the official record list, vehicle markings, DMV registration, and ownership documents (i.e.; "pink slip") of all University-owned state vehicles.
 - d. Establishing and/or constructing parking stalls, charging stations and roadways.
5. [Travel Services in Accounting](#) is responsible for:
 - a. Providing those traveling on university business with a one-stop resource for all travel related activities.
 - b. Advising employees of driver safety program requirements prior to driving for university business.
6. [Human Resources](#) is responsible for:
 - a. Processing and record retention for all Persons of Interest/Volunteer (POI) forms. Drivers and departments should contact Human Resources for guidance through the POI/Volunteer process and purpose.
 - b. Assigning driver safety training through CSU Learn during onboarding of MPPs and other positions that require state vehicle usage as part of their job.
 - c. Handling of employee injury reporting and worker's compensation claims related to employees injured while driving for university business.
7. University Police/Parking Services is responsible for:
 - a. Overseeing campus parking and transportation policy, rules, and guidelines.
 - b. Responding to and investigating vehicle accidents that occur on university property.
 - c. Guiding appropriate parking and secure storage of state vehicles.

F. [Record Retention and Expiration](#)

1. [California DMV Employer Pull Notifications](#) – updated annually or more frequently

when driver license status changes; records are automatically sent from the DMV to the risk management office

2. Driver Training Courses – expire four (4) years after the date of completion; completion certificate retained by risk management office; driver is responsible for providing updated certificate of completion in a timely manner, or privilege to drive for university business will be suspended; this applies to all online training courses including (not limited to): Driving Safely/Driving Smarter, Distracted Driving, Powered Cart, and Van Safety
3. Driving Personal Vehicle for University Business (state form STD.261) – expires one (1) year after last review and signature; this form is retained by the supervisor and department of the driver; this must be updated annually by the department
4. State Driver's License – drivers are responsible for maintaining a valid and clear driver license and record; drivers should notify risk management of any name changes; a digital image of the front of the driver's license is submitted upon registration to drive for university business; risk management uses the legal name from the official state driver's license in the driver database
5. Student Assistant Employees Driving Vehicles during University Business – driver safety clearance for student assistants lasts only for the current academic year; all student driver record clearances expire May 31st each academic year; student assistants who drive anytime after June 1st will need to re-register in the system; their driver training course records expire every 4 years and their existing records in CSU Learn will be accessible for repeated uploads when re-registering annually
6. POI/Volunteers Driving Vehicles during University Business - driver safety clearance for POI/Volunteer drivers lasts only for the period of time stated on the POI/Volunteer form filed with Human Resources; in most cases they will expire 12-months from the appointment date

II. Driver Qualifications

At a minimum, a driver must be an officially employed staff or faculty member, enrolled student, or be an officially appointed POI/volunteer. Student employees ("student assistants") are considered employees under this policy. Driver's must possess a non-expired Driver's License from any of the 50 United States. United States territories are excluded.

A. Driver Registration

University departments are responsible to ensure that employees, students, and

POI/volunteers who are required to drive during university business complete the online registration process and are approved by Risk Management (RM) before they are authorized to drive. RM maintains the central database of authorized drivers.

All drivers for Cal State Monterey Bay must:

1. Meet minimum qualifications as outlined in this document.
2. Agree to read and understand the CSUMB Driver Safety Program guide.
3. Have permission to drive by the appropriate administrator/MPP.
4. Submit the online registration form at least 10 business days prior to the first date they will drive.
5. Receive written authorization from RM prior to driving on university business.
6. Submit updated records prior to expiration dates; see the Authorized Driver List spreadsheet online at csumb.edu/risk.

B. Minimum Age Requirements

The following minimum age requirements apply to all individuals (employees, students, and POI/volunteers) authorized to drive any vehicle on university business:

1. Drivers of standard vehicles (sedans, pickups, low speed vehicle, LSV, etc., that do not require special licensing) must be at least 18 years of age and have been licensed for a minimum of two years prior to driving on university business. A California Learner's Permit may be substituted for up to 6 months driving experience.
2. Drivers of large passenger vans (LPVs see section IV.A.) must be at least 19 years of age and have been licensed for a minimum of three years prior to driving LPVs on University business.
3. Drivers of rental vehicles for university business must be at least 21 years of age.

C. Driver Training Requirements

1. All persons with driving as an assigned duty (including LPV drivers) must complete an approved course in defensive driving prior to being authorized to drive on university business. Defensive driving instruction is obtained through completion of CSUMB's online training program (via CSU Learn LMS).
2. Drivers of Large Passenger Vans (LPVs) must complete defense driving instruction and complete the additional online van driver that addresses safe

operation of vans. LPV drivers may be required to demonstrate behind-the-wheel proficiency prior to being authorized to drive LPVs on University business.

- a. The behind-the-wheel proficiency demonstration requires the driver to successfully demonstrate LPV operation in a safe and competent manner, under the observation of an authorized LPV evaluator from the driver's home department.
 - b. LPV evaluators from individual departments can be authorized to conduct the behind-the-wheel review.
 - c. Upon completion of the online and behind-the-wheel sections, drivers are issued a letter authorizing completion of LPV training and approval.
3. Refresher training in defensive driving, distracted driving, LSV and LPV operation must be completed every 4-years, or more often if the driver's accident history and/or driving record status warrant more frequent training attendance.
4. Online training through CSU Learn is provided at no cost to university drivers and their departments. Costs associated with training that is not provided through CSU Learn, or other training options with a cost are the responsibility of the driver's department.

D. Driver Licensing Requirements

1. University employees (faculty, classified staff, appointed POI/volunteers) who drive on the job must have a valid California Driver's License, of the classification appropriate to the type of vehicle being driven (typically Class C for a CA driver license).
2. Student employees and POI/volunteers who have California residency and who drive on university business must have a California driver's license.
3. Foreign driver's licenses and international driver's licenses are not acceptable for driving on university business. Individuals with non-U.S. driver's licenses must obtain a California driver's License prior to driving during university business.
4. Out-of-state driver's licenses - Per California statutes, non-resident drivers residing in California for 365 days or less are not considered California residents and are not required to obtain a California driver's license, even if employed. Non-resident drivers who are required to drive on university business must meet the following additional requirements:
 - a. Must have a valid license from another U.S. state or territory that is recognized in California.

- b. Must provide a current copy of their driving record from the state where their license is issued that covers the previous 24 months, or total licensed period, whichever is less.
- c. If driving for a university department or program, the cost to obtain the out-of-state driving record is the responsibility of the license holder or applicable department or program. Information on [how to obtain an out-of-state driving record](#) can be found on the RM website.

E. Driving Record Review

The University must review the driving record of all authorized drivers to evaluate their licensing status and citation history. RM is delegated responsibility to perform driving record review. A driver's status is classified as acceptable, conditional, or unacceptable. This section describes the driving record review process and the point system used for assigning driver status.

1. A standard driving record review includes the most recent 24-month period from the date of the request. If the full 24-month record is not reasonably available for review, the available record will be evaluated by RM on a case-by-case basis. Citations that are more than 24 months in the past are not included in the review.
2. If the driving record review is for an out of state driver license, the driver must provide a current copy of their driving record from the state where their license is issued that covers the previous 24 months.
3. Driving record review is initially conducted for all new driver safety registrations.
4. Standard driving record review is scheduled at least annually for all authorized drivers. RM conducts reviews as the driver record updates are provided throughout the year through the DMV employer pull notification system. Driving record review is also performed after any vehicle accident involving a university driver, on an increased frequency for conditional drivers, and on request from a supervisor if there is a reasonable basis for the request.
5. Driving record review information is considered a personnel record and is therefore not subject to public records inspection or release unless required by subpoena, court order, or law.
6. Each individual's driving record is evaluated using the point system in Table 1 below.
7. For purposes of this Driver Safety Policy, a moving violation is any citation issued for which the California Department of Motor Vehicles (DMV) assigns points to the driver's record, except those listed below as serious violations. Examples include

speeding, traffic control violations, failure to yield, cell phone usage, at-fault accidents, etc. Moving violations are typically assigned one (1) point by the DMV.

8. A serious violation includes any conviction for Driving Under the Influence (DUI), extreme DUI, reckless driving, racing on highways, aggressive driving, leaving the scene of an accident, suspension, or any other citation which is assigned two (2) or more points by the DMV.

Table 1 – Driver Status and Point Evaluation

Status	Points/Violations	Examples
Acceptable	<ul style="list-style-type: none"> 3 or fewer points from moving violations in the last 24 months 	<p>speeding ticket = 1 point</p> <p>3 minor moving violations = 3 points</p>
Conditional	<ul style="list-style-type: none"> 4 points from moving violations, OR, 2 points from one serious violation 	<p>4 speeding tickets = 4 points</p> <p>DUI = 2 points</p>
Unacceptable	<ul style="list-style-type: none"> 5+ points total OR, one serious + one moving violation OR, 2+ serious violations 	<p>5 speeding tickets = 5 points</p> <p>DUI (2 points) + 3 speeding tickets (3 points) = 5 points</p> <p>2 DUIs = 4 points</p>

F. Requirements for Conditional or Unacceptable Driving Record Status

1. The following management actions are required for current University drivers who have a **conditional** driving record:
 - a. Upon determining that a University driver has a conditional driving record, RM will provide written notification to the driver's appropriate administrator/MPP, with instructions and the expected duration of conditional status, assuming no additional moving violations are received.
 - b. The driver's appropriate administrator/MPP must obtain written authorization from RM to allow the driver to continue driving on university business while their driving record is in conditional status.
 - c. If a driver's status changes from acceptable to conditional the driver may need to repeat defensive driver training.
 - d. While in conditional status, RM will receive timely notice of updates from the DMV employer pull notification program. Upon receipt of change in driver license status RM will make driver status updates accordingly with notification

of changes to the driver's appropriate administrator/MPP if driving privilege status needs to change.

- e. Failure to maintain an acceptable or conditional driving record may result in the suspension or revocation of university driving privileges.
2. The following management actions are required for current University drivers who have an **unacceptable** motor vehicle record:
- a. Upon determining that a University driver has an unacceptable driving record, RM will provide written notification to the driver, driver's appropriate administrator/MPP with instructions and the expected duration of unacceptable driving record status, assuming no additional moving violations are received.
 - b. The driver will be advised in writing by RM that the driver is prohibited from driving any vehicle on university business until the driver receives written notification from RM that their driving status has returned to either conditional or acceptable status. Drivers moving from "unacceptable" to "conditional" status must get written approval, as described above.
 - c. A current driving record review must be conducted by RM prior to reinstatement of driving privileges.
 - d. Failure to maintain an acceptable or conditional driving record may result in the suspension or revocation of university driving privileges.
3. The following management actions are required for job applicants who have either **conditional or unacceptable** driving record:
- a. The hiring department appropriate administrator/MPP is responsible for evaluating the essential functions of the job and determining whether to proceed with the hiring of the applicant.
 - b. If an applicant is hired with either a conditional or unacceptable driving record, then the requirements outlined above are immediately applicable upon hiring.

G. Requirements for Restricted Driving Licenses

- 1. Drivers with restrictions placed on their license, or who have other limitations that govern their operation of a vehicle must notify their appropriate administrator/MPP and comply with the following provisions:
- 2. To be eligible for driving authorization, the driver must have properly notified their appropriate administrator/MPP of any change in their driving status (such as

having a suspended license) as soon as the driver is aware of such change. Failure to notify of status change will void eligibility to drive University vehicles.

3. A driver who completes their restricted term and obtains an unrestricted driver's license shall notify their appropriate administrator/MPP and provide proof that their license status has been restored to unrestricted status. The appropriate administrator/MPP will advise RM so the driver's database record can be updated.
4. Non-Commercial To and From Work License Restriction conditions:
 - a. In California, a driver who receives a citation for DUI will be issued an administrative order that governs the licensing status of the driver and initiates the legal steps for prosecuting the DUI offense. During this process, a driver may receive a restricted license that authorizes them to drive to and from work, and while at work.
 - b. Drivers that receive a To and From Work License Restriction must request authorization from their supervisor to drive University vehicles with a restricted license. If approved, the driver must obtain written authorization from RM, who will provide a copy to the driver's appropriate administrator/MPP so the license status can be monitored.
5. Hand-Controls Restriction - A driver with a hand-controls license restriction must notify their supervisor if their job duties require driving. The appropriate administrator/MPP must consult with both Human Resources and the University's disability and accessibility center concerning modification of university vehicles with hand controls as a potential accommodation for the restricted license.

III. Vehicle Operation

A. Driver Responsibilities

All persons driving during university business must comply with the following provisions. Failure to comply with these provisions may result in suspension or revocation of university driving privileges.

1. Drive with courtesy and exercise reasonable caution to prevent collisions or other losses.
2. Have a valid driver's license in possession at all times.
3. Use University vehicles for authorized, official purposes only.
4. Operate vehicles in accordance with all applicable University policies and follow all applicable traffic laws.

5. Drive vehicles at lawful speeds that are appropriate to road, loading, and hazard conditions.
6. Assume responsibility for any fine or citation received while driving on university business.
7. Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
8. Not operate a vehicle unless all occupants are wearing seatbelts.
9. Not drive under the influence of alcohol or drugs, including medications if they can cause impairment.
10. Turn the vehicle off, remove the keys, and lock the vehicle when it is left unattended.
11. Inspect the vehicle for obvious safety concerns prior to use, report any defects to the appropriate authority, and not operate a vehicle that has deficiencies that make it unsafe to drive.
12. Immediately report all accidents or traffic citations that arise while driving on university business to their appropriate administrator/MPP.
13. Immediately advise their appropriate administrator/MPP of any change in driving status such as license suspension or revocation.
14. Immediately advise their appropriate administrator/MPP if you are impaired or otherwise unable to drive safely.
15. Participate in driver training as specified by applicable University regulations, and not operate a vehicle during university business if applicable required training has not been completed.
16. Drive within marked road lanes. Only drive through closed road segments when in a marked state or service vehicle traveling to a destination within the closed road segment.
17. Park in a parking stall or a storage area previously approved by UPD, FMD and the operating department. Parking off roadways or parking lots, such as on landscaping or in unpaved areas should be limited to the duration of work required in that area and only to transport equipment needed at that site and not just personnel.

B. Passengers

Only persons with an authorized purpose may be passengers in a university vehicle.

Examples include employees in the course and scope of employment, students participating in an official activity, volunteers providing service to the University, and clients or participants in an official University program or activity.

C. Safety Belt Use

1. Use of safety belts is mandatory for the driver and all vehicle occupants anytime the vehicle is in motion. Drivers must enforce this requirement and may not place a vehicle in motion unless all passengers are buckled up.
2. The number of passengers in any vehicle may not exceed the number of available safety belts. Passenger travel in pickup truck beds is prohibited.

D. General Prohibitions

1. Consumption or transportation of alcohol by drivers and passengers is prohibited in university vehicles. NOTE: An exception may be given for purchased/donated alcohol being transported for an approved University activity must remain closed during transportation and should be placed in the vehicle trunk if possible. Driver's must have prior authorization from their appropriate administrator/MPP.
2. Smoking is prohibited in all University vehicles.
3. Transportation of hazardous materials in university vehicles is only authorized for drivers who have completed training on DOT hazardous materials transportation, OSHA requirements, and spill response. Transportation of placard-able quantities may require a Commercial Driver's License (CDL) with hazardous materials endorsement if the material is being transported in commerce as defined in DOT regulations.

E. Accident Reporting

1. All vehicle accidents associated with a university activity (regardless of vehicle ownership), must be reported immediately to RM and to the driver's appropriate administrator/MPP. Submit the following Vehicle Accident Forms to RM within 48 hours of the incident ([available at this link](#)):
 - a. Report of Vehicle Accident (STD 270)
 - b. Supervisor's Report of State Vehicle Accident (STD 274)
2. Property damage to **state vehicle** (including windshield):
 - a. If there is any damage to a state vehicle, take photos at the scene and promptly notify Facilities Management through the [Work Request system](#) to submit a work order for assessment and repairs. State vehicles must be

- repaired by in-house mechanics.
- b. Not all vehicles have auto physical damage coverage. Notify RM of any damage and confirm auto physical damage coverage for the vehicle.
 - 1) For non-covered vehicles, work with Facilities Management to fix damage.
 - 2) For covered vehicles, obtain an estimate from one (1) auto body repair shop and consult with RM and the assigned claim adjuster for guidance on when repairs can commence.
 - c. For minor damage to university vehicles a police report is recommended by RM to support insurance claims with State Office of Risk Management. Report the accident to CSUMB UPD or other police agency if off-campus.
 - d. For damage estimated greater than \$1,000, or for loss associated with vandalism or theft, notify CSUMB UPD or police agency with jurisdiction where the loss/damage occurred, and request response and report.
3. Property damage to **third party vehicles or property**, including commercial rentals and privately owned vehicles (no injuries):
- a. All accidents involving third party vehicles or property may give rise to a liability claim and should be documented by a police report where possible. Notify CSUMB UPD or police agency with jurisdiction where the loss/damage occurred, and request response and report.
 - b. Notify RM by email at risk@csumb.edu or phone at (831) 582-3730 within 48 hours of the incident.
 - c. For commercial rental vehicles, notify the rental agency as soon as possible in accordance with the rental contract.
 - d. Refer rental agencies and third parties to RM for assistance with making a damage claim if appropriate.
4. Vehicle accidents **with injuries**:
- a. Call 9-1-1 for emergency police and medical assistance.
 - b. Render aid within your capabilities.
 - c. If possible, take photos of accident scene and license plates. Gather insurance info from other drivers involved.
 - d. Contact RM at (831) 582-3730 immediately if possible.

- e. After hours, contact CSUMB UPD at (831) 655-0268 and ask that RM be contacted and notified of the accident.
- f. For injuries to university employees, complete and submit a Work-Related Injury/Illness Form to Human Resources within 24 hours of your knowledge of your injury/illness.

F. Unsafe Driving Reports

1. Unsafe driving reports are received by RM, which documents the nature of the complaint and the caller's contact information and determines the University department/unit using the vehicle at the time of the incident. This information is summarized and forwarded with instructions to the appropriate administrator/MPP for their information and follow-up.
2. Further investigation of the complaint, and any disciplinary or management action, are the responsibility of the appropriate administrator/MPP.
3. Anonymous complaints are evaluated by the Risk Manager for validity and are not written up or forwarded to the appropriate administrator/MPP unless there is a reasonable belief that the report is valid.

IV. Specialty Vehicle Use

A. Large Passenger Vehicles (LPVs)

For purposes of this policy, the University defines large passenger vehicles (LPVs) as passenger vehicles, cargo vans or SUVs that are designed, modified, or could otherwise be configured for a seating capacity of 11 – 13 occupants including the driver, or 10 - 12 passengers (not counting the driver).

1. Drivers of LPVs on University business must meet all driver qualification and training requirements outlined in this guide and the following:
 - a. Be at least 19 years of age and have been licensed for at least three years.
 - b. Complete three (3) online courses assigned by RM, and attend refresher training every four years. Courses include: driver safety, distracted driving, van driving
 - c. Successfully demonstrate behind-the-wheel proficiency and/or vehicle orientation prior to being authorized to drive LPVs on University business.
 - 1) Behind-the-wheel proficiency and/or vehicle orientation review may be conducted by university employees in individual departments authorized by RM to perform this task. A standard checklist of required driving

maneuvers will be used for this purpose.

- 2) Those authorized by RM to conduct behind-the-wheel proficiency review must be faculty or staff, already must be certified as LPV drivers, should be experienced drivers, and must use the standard checklist to document driver proficiency.
- 3) The proficiency reviewer will sign and date the checklist form to verify successful LPV operation by the driver. The behind the wheel checklist must be forwarded to RM upon completion.
- 4) Upon completion of online and behind-the-wheel proficiency review, RM will confirm authorization to drive an LPV.

B. Rental and Leased Vehicles

1. Commercial rental vehicles used for university business are subject to generally the same requirements (including driver qualification and training requirements) as university vehicles, with the following additional provisions:
 - a. Vehicle safety inspections conducted by Facilities fleet/auto shop are not required for leased or rental vehicles with duration of less than one year. Leased vehicles and rentals longer than one year must obtain an annual vehicle safety inspection from Facilities fleet/auto shop.
 - b. Drivers must be 21 years of age or older as stipulated by the California State University contract with Enterprise Rent-A-Car.

C. Low-Speed Vehicles (LSVs)

1. Many units use LSVs and other specialty vehicles to move people and materials around campus or other University facilities. LSVs include (not limited to): four-wheeled electric- or gas-powered carts, golf-style carts, utility vehicles, all-terrain vehicles, small maintenance vehicles, or ADA-type transport carts. This section is applicable to this class of vehicles used on university business, whether electric or gas-powered. See the [CSUMB Low Speed Vehicle Safety Program](#) for the complete LSV rules and procedures.
2. University-owned LSVs used on public roadways must be licensed and marked with a vehicle number and appropriate University markings. Contact the FMD for assistance.
3. The number of passengers in a LSV must not exceed the vehicle seating capacity. If seat belts are installed, they must be used while the vehicle is in motion.
4. LSVs must comply with posted speed limits, stop signs, and other traffic control

regulations. On campus streets, the speed limit is 25 mph unless otherwise marked.

5. LSVs may not be operated on sidewalks, plazas, and bike paths unless absolutely necessary, and no regular street route is available. The speed limit for carts in these locations is 5 mph. When moving through congested areas, speed should be no faster than pedestrians walking in the same area. Exercise extreme caution at blind corners and areas of crossing pedestrian and bicycle traffic. Pedestrians always have the right-of-way. LSVs must stop for any pedestrian crossings.
6. LSVs may not be driven along major streets off campus, and major streets after they continue off campus including 2nd Avenue, Inter-Garrison Road, General Jim Moore Blvd, or Lightfighter Drive, or any public street with a posted speed limit greater than 25 mph. LSVs may cross major streets only at signal-controlled intersections. When crossing intersections, LSV drivers need to take extra care to ensure they are seen by other vehicle drivers before proceeding.
7. LSVs must not be parked where they block regular traffic paths, building exits, fire department connections, wheelchair ramps or curb cuts, or any other location that may present a hazard. Additional parking restrictions may be applicable. Contact UPD/Parking Services for guidance about parking LSVs on campus.
8. Drivers of LSVs used on public roadways must meet driver eligibility, licensing, and training requirements described in this guide.
9. Operators of specialty vehicles used off-road must receive instruction for safe operation before initial operation of the vehicle. Training for specialty vehicle operators must be based on nationally recognized industry standards or manufacturer's instructions for the types of vehicles to be operated. Training may be conducted by qualified in-house personnel, or by qualified outside organizations.

V. University Vehicle Inspection and Maintenance

- A. Primary responsibility for annual vehicle safety inspection and maintaining a central record of inspections is assigned to the Facilities Management Department (FMD).
- B. Each University department is responsible for ensuring that vehicles under their inventory control are properly inspected and maintained in accordance with university requirements. University departments that own vehicles are responsible for all costs of operation, including inspections, maintenance, repairs, and allocated insurance premiums.

VI. University Vehicle Registration, Markings, Parking

- A. Titles for all vehicles owned by Cal State Monterey Bay are held by the FMD fleet manager.
- B. Vehicles owned by Cal State Monterey Bay must be marked with official decals and license plates in accordance with policies of the FMD fleet manager.
- C. Parking of University vehicles on campus is governed by applicable rules and regulations administered by UPD/Parking Services.

VII. Vehicle Insurance

- A. The University, as a state government entity, is self-insured in the State Motor Vehicle Liability Self-Insurance Program (VELSIP) under the provisions of California Vehicle Code Sections 17000 and 17001. This insurance program is administered by the Office of Risk and Insurance Management (ORIM). The following provisions apply to this insurance program:
 - B. Drivers operating University owned or rented vehicles within the course and scope of employment and/or authorization are insured for liability that may arise from their actions under the provisions of the above referenced statute. There is no insurance coverage for unauthorized or personal use of university owned or rented vehicles, and the driver is responsible for all damages.
 - C. Drivers operating personal vehicles on university business are insured for liability incurred on an excess basis under the above referenced statutory program. Personal insurance or other available insurance coverage limits must be exhausted before state coverage applies. The mileage reimbursement rate includes a cost factor for personal insurance, and the vehicle owner determines whether or not to insure their vehicle for property damage. There is no state or University insurance coverage for physical damage to personal vehicles used on university business (including deductibles). Departments that own/lease vehicles can elect for enrollment through RM. Please contact RM to determine if the damaged vehicle is enrolled with auto physical damage coverage.
 - D. Commercial rental or leased vehicle owners/agencies that have incurred damages arising from university use may seek compensation for their damages through a liability claim in accordance with California Vehicle Code Sections 17000 and 17001. Rental agencies and third parties should be referred to RM for claim forms and information about submitting a liability claim.
 - E. University employees injured in auto accidents that occur within the course and scope of employment are covered by worker's compensation insurance. For official volunteers and students on university field trips, insurance coverage is provided on an excess basis for accidental medical expense, and for accidental death and/or dismemberment. RM and Human Resources should be contacted for all injuries to document the incident and initiate the applicable claims process.