

# **Defensive Driving Employee Handbook**

**Revised 08/2019**

University Corporation is committed to ensuring the safety of all individuals driving on University Corporation business and to containing the cost of automobile insurance. As such, Employees operating vehicles on official University Corporation business must abide by this Defensive Driving Program as delineated below (hereafter “University Corporation’s Defensive Driving Program”) in order to be authorized (1) to drive a University Corporation Vehicle, (2) to drive a privately owned vehicle to conduct University Corporation business, (3) to rent a vehicle for University Corporation business, and (4) to be reimbursed for any such travel. Note that Manpower and other temporary employees may drive on University Corporation business but shall also abide by the Defensive Driving Program outlined in this section.

Defensive Driving Program requirements:

Valid Driver’s License. Employees must possess and maintain in their possession a valid California driver's license or equivalent to legally operate the class of vehicle(s) in which they drive while conducting University Corporation business.

Special License Requirements for Vans. (1) Note that for passenger vans up to and including 14-passenger vans, a Class C license is acceptable, but for vans designed to carry more than 10 passengers the driver must also have a medical report on file, carry a valid medical card, and sign a certification statement respecting his last 5 years of driving. For details see the California Department of Motor Vehicles and VC section 12804.9[j]. (2) Any employee whose duties include driving a 15-passenger van must possess a valid Class B driver's license with a passenger endorsement. Note that University Corporation discourages but does not disallow the use of 15-passenger vans. For more information respecting 15-passenger vans, please contact x3396.

Personal Vehicle Insurance. If an Employee is permitted to use a personal vehicle for University Corporation business, the Employee shall maintain and certify automobile liability insurance with coverage and limits that meet California's minimum requirements on the Authorization to Drive Privately Owned Vehicle Form.

University Corporation Defensive Driving Course Certificate. Employees must hold a current University Corporation Defensive Driving Course Certificate. This course is self-assigned through Sum Total. Please see instructions on how to self-assign at <https://csumb.edu/corporation/defensive-driving-program> . However, a CSUMB Defensive Driving Certificate is acceptable for University Corporation defensive driving certification. Thus, a University Corporation Employee must obtain one or the other. Note that CSUMB, on the other hand, does not recognize or accept University Corporation’s Defensive Driving Certificate. Both University Corporation’s and CSUMB’s Defensive Driving Certificates are valid for 4 years.

Prohibitions. The CSU Chancellor’s Office and the State of California Office of Risk and Insurance Management prohibit University Corporation employees from driving CSUMB or CSU vehicles. Note exceptions to this at subsection (h) when requirements are met.

Travel Logs and Operator Checklists. All users of University Corporation owned vehicles must complete daily and keep a copy of a Monthly Travel Log and Weekly Operator Checklist for each University Corporation vehicle. The originals shall be uploaded to the shared google drive named, “Monthly Travel Logs and Operator Checklists” on a monthly basis. For access please email

[nayala@csumb.edu](mailto:nayala@csumb.edu). Receipt of these forms is for insurance and audit purposes and enables accurate record/maintenance of the vehicles. Any maintenance issues that arise should be noted in the remarks section of the Operator Checklist and the CSUMB Facilities Department at extension 3700 contacted immediately. A Vehicle Key Sign Out sheet is recommended for every department. This sheet should include who is taking possession of the key and if they are cleared through the University Corporation Defensive Driver Program.

Departments using University Corporation owned vehicles are responsible for the maintenance of such vehicle. Please make an appointment with CSUMB Facilities Department at extension 3700, at least 1 week ahead, every 6 months, or 6000 miles, whichever comes first, for a routine maintenance inspection. CSUMB Facilities Department will not be held responsible if routine maintenance is not scheduled or if it is not notified of maintenance issues that arise.

University Corporation may restrict the use of University Corporation vehicles that are not regularly maintained and documentation is provided evidencing the same. In such instance, University Corporation may request that CSUMB's Facilities Department obtain possession of the vehicle until it is in safe operating condition and documentation is in place evidencing the same.

Safety. Employees must drive safely and obey all traffic safety, vehicle safety, and parking laws or regulations, state and federal, while driving on University Corporation business.

Three Moving Violations. An Employee having been issued more than three moving violations or points, or having been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve-month period is prohibited from driving on University Corporation business.

DUI, etc. Further, an employee with an alcohol-related or drug-related driving offense during the past three years is generally prohibited from driving on University Corporation business (for questions concerning this or to request an exception, please contact University Corporation's Risk & Compliance Manager).

Employees With Less Than Three Years of Driving Experience. University Corporation's insurer and industry statistics suggest that drivers with less than three years of driving experience are more often involved in auto accidents. As a result, University Corporation supervisors shall use prudence when assigning driving duties and only permit less experienced drivers to drive on University Corporation business when absolutely essential.

CSUMB and University Corporation Employees. Employees who are paid by both CSUMB (State) and University Corporation or who fluctuate between CSUMB and University Corporation as their employer, should adhere to CSUMB defensive driving guidelines because University Corporation accepts CSUMB's defensive driving certificate but CSUMB does not accept University Corporation's defensive driving certificate. More information on this topic is located at section (h)ix below.

Documentation Requirements. Employees are not authorized to drive on University Corporation business until they have provided the following:

University Corporation Defensive Driving Applicant Information Form. Form  
<https://csumb.edu/corporation/defensive-driving-program>

Defensive Driving Certificate. University Corporation Online or CSUMB defensive driver completion certificate will be provided upon completion of the course  
<https://csumb.edu/corporation/defensive-driving-program>

Driver's License. A copy of your current driver's license.

Driving Record. A current copy (no older than 30 days) of your DMV-issued driving record (to obtain your driving record).

Pull Notice Enrollment (INF1101). In addition, Non-Occasional Drivers shall be enrolled and must submit proof of such enrollment in the Department of Motor Vehicle's "DMV" Employer Pull Notice program (hereafter, "Pull Notice Program"). A non-occasional driver is an employee whose job requires that the Employee drive more than once per week or an Employee whose primary duty is driving-related (hereafter "Non-Occasional Driver"). INF 1101 Form is located at <http://www.dmv.ca.gov/forms/ept/inf1101.pdf> and you only need to complete the top half of the form. Please specify "University Corporation at Monterey Bay" on the line for Company Name. In the event that a Non-Occasional Driver's license status, driving record, or certificate status becomes unacceptable either to the University Corporation Executive Director or to the University Corporation's insurance carrier, the Non-Occasional Driver may be restricted from driving, reassigned, suspended, or terminated, at management's discretion. University Corporation bases its determination of unacceptability on the same guidelines as followed by the State of California for deeming a "negligent operator": 4 points in 12 months; 6 points in 24 months; 8 points in 36 months. <https://csumb.edu/corporation/defensive-driving-program>

To be eligible to drive your Privately Owned Vehicle ("POV") on University Corporation business in addition to all University Corporation vehicle requirements listed above submit:

Authorization to Use Privately Owned Vehicles on University Corporation Business. Form is located <https://csumb.edu/corporation/defensive-driving-program> Note that the approving authority signature required is that of your immediate supervisor. Must resubmit annually; and

Updates. In the event that University Corporation requests updated certificates, copies, or other documentation based on the expiration or questionable nature of any of the foregoing, an Employee is not authorized to drive on University Corporation business until receipt by University Corporation of such documentation. Such notice may be provided to the Employee, the Employee's Supervisor, and human resources. For questions on your driving eligibility, please contact [nayala@csumb.edu](mailto:nayala@csumb.edu).

Volunteers. Volunteers driving for University Corporation must have a Volunteer Form on file with University Corporation HR prior to driving.

CSUMB Employees Driving University Corporation-Owned Vehicles and University Corporation Employees Driving CSUMB-Owned Vehicles.

CSUMB Employees Driving University Corporation-Owned Vehicles. Any time that a CSUMB-paid employee is driving either a University Corporation-owned vehicle or a vehicle on behalf of University Corporation, such CSUMB Employee must have completed, and have on file: (1) a University Corporation Volunteer Identification Form and (2) either a University Corporation or CSUMB defensive driving certificate.

University Corporation Employees Driving CSUMB-Owned Vehicles. Any time that a University Corporation-paid employee is driving either a CSUMB-owned vehicle or a vehicle on behalf of CSUMB, and for CSUMB business purposes, such University Corporation Employee must have completed, and have on file: (1) a CSUMB Volunteer Identification Form and must be signed by CSUMB University Personnel; and (2) a CSUMB defensive driver certificate, rather than, or in addition to, a University Corporation defensive driver certificate.

**Note that University Corporation employees may drive CSUMB vehicles for CSUMB PURPOSES ONLY, not University Corporation purposes.**

If you have additional questions on this subject please contact [nayala@csumb.edu](mailto:nayala@csumb.edu).

**Insurance Coverage on Rental Vehicles**

General Rental Coverage Provided. When renting vehicles for University Corporation business an Employee does not need to purchase liability insurance or physical damage insurance (often called the Loss Damage Waiver or “LDW”) from the vehicle rental agency. University Corporation maintains this insurance on your behalf to cover you while driving on University Corporation business. If you purchase it, in essence you will be paying for it twice. Note the five exceptions below.

Five Exceptions to Rental Vehicle Coverage

Personal Belongings. Personal belongings in the vehicle are not covered under University Corporation’s insurance. As always, be cautious with where you park, do not leave your personal belongings in the vehicle if at all possible, and/or take reasonable means to hide your belongings by putting belongings in trunk, covering them, etc. An Employee may also elect to purchase a small supplemental personal property insurance policy from the rental agency. Generally this type is called Personal Accident and Effects Insurance (“PAE”). So as long as the personal property or equipment is used for University Corporation business or the nature of travel requires the personal property or equipment be left unattended, the purchase of PAE is a reimbursable expense. Loss of the personal property or equipment is not reimbursable by the University Corporation. Here is some general information about it and what to ask for:

PAE provides protection against loss of or damage to certain personal property of the renter and individuals traveling with the renter. PAE protects you and your passengers against accident, injury and loss to personal property. PAE provides renters and occupants of the rental vehicle with accidental death benefit and coverage for certain medical expenses resulting from an accident.

Renters are protected both in and out of the rental vehicle during the entire rental period, and others are covered while occupying the vehicle.

Another option for coverage of personal belongings to be covered is through an Employee's personal homeowner's or renter's (tenant's) insurance policies. But, as is often the case, sometimes the deductible on these is larger than the personal belongings claim amount.

An Employee also may choose to not purchase PAE insurance respecting personal property, especially if the vehicle is not often left unattended with personal property/equipment or the equipment is not very costly personal property.

Fifteen Passenger Vans. Fifteen passenger vans are not covered under University Corporation's policy and an Employee must obtain insurance for fifteen passenger vans through the rental agency.

Thirty Days or More. University Corporation's insurance coverage only extends to vehicles rented for a period of no more than thirty (30) consecutive days. If you intend to enter into a rental arrangement for longer, please purchase insurance at the rental agency or contact the University Corporation Risk & Compliance Manager to assist you with purchasing supplemental insurance through the University Corporation's insurer.

Inapplicable to Volunteers. Insurance coverage is not extended to vehicles rented or borrowed by volunteers. Only Employees are covered under the University Corporation's policy. If you will have volunteers driving on University Corporation business, such volunteers must provide their own proof of personal automobile liability coverage with State of California minimum limits (and you should make a copy of such proof to include in your file for each outing) or purchase liability and physical damage insurance coverage from the rental agency.

Students/Non-Employees/Minors. Students, Non-Employees, and any drivers under the age of 18, who rent a vehicle for University Corporation business need to purchase the optional motor vehicle coverage offered by the vehicle renting agency to assure coverage of the vehicle.

### **Traveling with Non-Employees**

Please be aware that any University Corporation supported activity/field trip that requires the transportation of students, participants, volunteers, or anyone other than a University Corporation employee may require that Participant Accident Insurance ("PAI") be purchased, as deemed necessary by the University Corporation's Risk & Compliance Manager, and a Waiver of Liability, Indemnification, and Hold Harmless Agreement must be signed by all participants and volunteers.

When traveling by rental, including charter bus and vans, a certificate of insurance from the vendor shall be required if no contract or certificate is already on file with the University Corporation. Contact [nayala@csumb.edu](mailto:nayala@csumb.edu) with any questions regarding PAI, waivers, or rentals.

## **Volunteers**

If traveling with long-term volunteers (generally defined as volunteering 3 times or more and for a set calendar period), supervisors are responsible for administering and ensuring that there is a signed Volunteer Appointment Form on file in their office and that University Corporation Human Resources has been provided with copies.

If traveling with short-term volunteers/activity-oriented participants (generally defined as less than 3 times, not for a set calendar period, or occasionally), supervisors are responsible for administering and ensuring there is a signed Waiver of Liability, Indemnification, and Hold Harmless Agreement from each volunteer/participant on file in their office and available if needed <https://csumb.edu/corporation/corporation-forms>

Note if a Volunteer is driving on University Corporation business they must be cleared through the University Corporation Defensive Driving Program.

## **Reporting Accidents**

Accidents must be reported immediately to University Corporation's Risk & Compliance Manager. Please complete the Automobile Accident Form located at <https://csumb.edu/corporation/defensive-driving-program>

Please submit this form immediately to [nayala@csumb.edu](mailto:nayala@csumb.edu) to get the claim process started. Please submit the police report once it becomes available.