

For insurance and liability issues as well as good business practice, the Foundation must document that all individuals who drive vehicles on Foundation business hold a valid driver's license, an acceptable driving record, and in cases where a personal vehicle is involved, proof of automobile liability insurance on the car being utilized for Foundation business. This requirement applies to all individuals, employees or volunteers, who drive either as a required part of their position requirements, or more than an occasional basis.

All drivers on Foundation business will be required to complete a Driver Certification for Business Use of Vehicle. This form collects Drivers License and Insurance information and requires both employee/volunteer and Project Director Signatures. Upon the insurance renewal date, a new form must be submitted. In addition, drivers are also required to be enrolled in the DMV Employee Pull Notice Program. Forms are located at <http://www.csuchico.edu/rfdn/hrforms.php>

- All employees are advised of the Vehicle Use Policy at the time of hire by inclusion of this policy in the New Hire Employee Packet. All employees will be required to sign an acknowledgement of receipt of the policy and their agreement to adhere to its provisions.
- All volunteers will be provided with the Vehicle Use Policy by their appropriate Project Director at the time driving becomes part of their volunteer service and will sign an acknowledgement of receipt of the policy and their agreement to adhere to its provisions.
- All employees and volunteers who drive on Foundation business will be required to complete a Driver Certification for Business Use of Vehicle which includes Project Director/Supervisor signature. This form can be found at <http://www.csuchico.edu/rfdn/hrforms.php>.
- All employees and volunteers will be required to complete a DMV Authorization for Release of Driver Record Information (<http://www.csuchico.edu/rfdn/hrforms.php>) which will be submitted to the Foundation Human Resources Office for processing in addition to the Certification.
- In cases where immediate driving approval is required, the employee/volunteer may also go to DMV to receive a copy of their current DMV record. This does not eliminate the need to still complete the DMV Authorization for Release of Driver Record Information which allows for subsequent notification.
- If a request for reimbursement of mileage is submitted without the appropriate authorization forms completed, reimbursement will be delayed until such time as the forms are submitted.
- Individuals under the age of 18 may not drive on Foundation business.
- Liability insurance on the personal automobile must be at least in the minimum amounts required by California State law (\$15,000 for injury or death of 1 person per accident; \$30,000 for injury or death of 2 or more persons per accident; \$5,000 for property damage per accident). If involved in an accident while on Foundation business, the personal automobile insurance will be primary in the event of a loss. The Foundation's insurance coverage is only applicable if the liability exceeds the personal liability insurance coverage. It is suggested that collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible, also be carried. The Foundation's insurance does not cover loss or damage to the vehicle or the deductible.
- A valid driver's license must be in the individual's possession whenever he/she drives.
- Current vehicle registration and proof of insurance must be in the vehicle at all times.
- Vehicle must be equipped with safety belts in good operating condition and all persons in the vehicle must be required to wear them.
- Vehicle should be adequate for the work performed and must be in safe mechanical condition as required by law.
- If the employee is in an accident while on Foundation business, you must report the accident within 24 hours to the Foundation Administrative Office at 530-898-6811.
- Individuals driving on Foundation business must have less than 4 violation points in a 12-month period or less than 6 points in an 18-month period. Point values are those enumerated on the Department of Motor Vehicles' Negligent Operator Count Sheet. Violation points will be counted regardless of whether the driving which resulted in acquiring the violation points was or was not in the course of employment.