

Vehicle Use Policy

For insurance and liability issues as well as good business practice, Chico State Enterprises (CSE) must document that all individuals who drive vehicles on Chico State Enterprise 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 CSE business. This requirement applies to all individuals, employees or volunteers, who drive as a required part of their position requirements two or more times per week. Inconsistent or incidental drivers do not need to show proof of liability insurance or take part in the DMV Employee Pull Notice Program.

Drivers on Chico State Enterprises business will be required to complete a Driver Certification for Business Use of Vehicle if they drive on a consistent basis, two or more times per week, as part of their regular job duties. This form requires both employee/volunteer and Project Director signatures. In addition, drivers are also required to be enrolled in the DMV Employee Pull Notice Program.

- Employees are advised of the Vehicle Use Policy at the time of hire by inclusion of this policy in the New Hire Employee Packet. 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.
- Employees and volunteers who drive on CSE business two or more times per week will be required to complete a Driver Certification for Business Use of Vehicle which includes Project Director/Supervisor signature.
- Employees and volunteers who drive two more more times per week on CSE business will be required to complete a DMV Authorization for Release of Driver Record Information which will be submitted to the Chico State Enterprises Human Resources Office for processing in addition to the Certification.

- Individuals under the age of 18 may not drive on Chico State Enterprises 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 CSE 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 CSE business, you must report the accident within 24 hours to the Chico State Enterprises Office at 530-898-6811.
- Individuals driving on Chico State Enterprises 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.