

SPORT CLUBS DRIVER PACKET

Drivers Name: _____ Coyote ID#: _____

Sport Clubs Name: _____

STEP 1: Print and complete this packet with copies of necessary documents indicated, such as copy of driver license, insurance, and defensive driving certificate.

STEP 2: Returning Drivers: Proceed in completing the driver packet if your defensive driving certificate, drivers license, and vehicle insurance is current and on file with Rec Sports.

New Drivers: You **MUST** complete a defensive driver's training course. Take the course at <https://admindn.csusb.edu/DefensiveDriving/>. After the course is completed pick up the certification card from Parking Services Office.

STEP 3: Complete the driver packet and the travel approval packet thoroughly. Incomplete pages will be returned, along with the entire driver packet! If you have any questions, please contact the Sport Clubs Supervisor or Sport Clubs Coordinator.

STEP 4: Turn in completed packet to the Sport Clubs Office located at the Student Recreation and Fitness Center. After application review, you will be contacted to inform you about your driving eligibility.

NOTE: You must have a valid California Driver's License in order to become an eligible driver for your club! Insurance Carrier Name is your automobile insurance carrier. Policy period is the start and end dates of your policy.

OFFICE USE ONLY

Driver's Training Completed: _____ YEAR: _____

Date Received: _____ Received by (staff initials): _____

CSU Driver Application/Declaration

This form should be submitted to the Sport Clubs Supervisor along with required documents listed in Section I.

Section I: Requirements of All Applicants

1. Copy of your valid driver's license.
2. Approved 'Request to Operate Vehicles on University Business' or 'Authorization to Use Privately Owned Vehicles on State Business.
3. Proof of the vehicle's liability insurance (if driving privately owned vehicle).
4. Approved 'University Volunteer Form'.
5. Documentation of completion of the campus defensive driving training (e.g. Certificate, e-record, note from campus training officer).

Section II: Driver Policies

1. Drivers must have a valid Driver's License.
2. Drivers must be 18 yrs. or older to drive CSU owned vehicles, but must be 21 or older to drive CSU approved rental vehicles on university approved trips. Drivers must be 18 yrs. or older to drive personal vehicles, with or without passengers.
3. Drivers driving personal vehicles must have the minimum automobile liability insurance coverage required by the state.
4. Drivers are expected to obey all traffic laws including driving at or below the posted speed limit, or at a safe speed based on the conditions.
5. Drivers must refrain from distracting behaviors while driving: eating, drinking, using cell phones, adjusting radio channels etc.
6. All travelers must wear seat belts. Number of passengers must not exceed number of operational seatbelts.
7. In the event of a motor vehicle accident, the driver must follow the campus vehicle accident procedures.

Section III: Travel Policies

1. Total daily driving distance not to exceed 800 miles irrespective of the number of approved drivers
2. For trips over 400 miles in one direction, two approved drivers are required for each vehicle.

3. No single driver may drive more than 3 hours without taking a mandatory minimum 15 min. break.
4. No travel to occur between midnight and 6am.

Section IV: Trip Leader Authority

The Trip Leader is responsible for the safe operation of a vehicle and therefore has the authority to enforce all policies and to ask for compliance from all passengers and drivers.

Section V: Vehicle Declaration (Private Vehicles). (An additional 'CSU form' may be required for vehicle approval.)

Please initial every statement

- ____ 1. I verify that the vehicle being driven (Lic. Plate# _____) is adequate for the work to be performed, is equipped with seat belts and is in safe mechanical condition.
- ____ 2. I understand that by driving I am taking responsibility for those whom I am transporting while they are in my vehicle. I further understand that when driving, there is a risk of being involved in a motor vehicle accident and that as a result, one might sustain damage to their property, sustain bodily injury or even death.

Section VI: Driver Agreement/Declaration

Please initial every statement

- ____ 1. I understand the information outlined in Sections I, II, III, IV, V.
I also certify the following:
- ____ 2. I possess a valid California or other State driver's license.
- ____ 3. I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three) during the past 12 month period.
- ____ 4. Within the past 5 years, I have had no DUI convictions, reckless driving convictions or any conviction that has led to a license suspension or revocation.
- ____ 5. I understand and agree to abide by all driver policies listed in Section II.
- ____ 6. I understand that I must immediately report any accident that I am involved in to the Trip Leader and submit a vehicle accident report.
- ____ 7. I understand that I must immediately report any subsequent moving violations, DUI or reckless driving citations to the Trip Administrator.

Sport Club: _____
Date: _____
Drivers Name: _____
Signature: _____

Official Use Only

____ Copy of DL
____ Completed 'Request to Operate Privately Owned Vehicle Form' (if applicable)
____ Proof of Vehicle Insurance Card
____ Approved 'Volunteer Form' (if applicable)
____ Defensive Driving 'Certificate of Completion'
 ____ Approved ____ Not Approved
Signature _____ **Date** _____

**AUTHORIZATION TO USE PRIVATELY OWNED
VEHICLES ON STATE BUSINESS**

STD. 281 (REV. 3-95)

*This approval must be renewed annually.
Supervisor: Retain Original Copy*

I. CERTIFICATION

In accordance with State Policy (*S.A.M. 0753 & 0754*) approval is requested to use privately owned vehicles to conduct official State business.

I hereby certify that, whenever I drive a privately owned vehicle on State business, I will have a valid driver's license and proof of liability insurance in my possession, all persons in the vehicle will wear safety belts and the vehicle shall always be:

1. Covered by liability insurance for the minimum amount prescribed by State Law (\$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage). Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry evidence of current automobile liability insurance in their vehicle.
2. Adequate for the work to be performed.
3. Equipped with safety belts in operating condition.
4. To the best of my knowledge, in safe mechanical condition as required by law.

I understand that the mileage rate I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs and both liability and comprehensive insurance.

I further certify that, while using a privately owned vehicle on official State business, all accidents will be reported on form STD. 270 within 48 hours (S.A.M. 2441).

I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

DRIVER'S LICENSE NUMBER	STATE	EXPIRATION DATE
EMPLOYEE'S SIGNATURE	PRINT NAME	DATE SIGNED

II. APPROVAL

Use of a privately owned vehicle on State business is approved.

APPROVING AUTHORITY SIGNATURE	TITLE	DATE APPROVED
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

EMPLOYEE'S SIGNATURE	APPROVING AUTHORITY SIGNATURE	DATE APPROVED
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