

## VEHICLE USAGE POLICY

### I. NAME

This document shall be called the Associated Students (AS) Vehicle Usage Policy.

### II. PURPOSE

This policy establishes rules for the use of AS vehicles, rented vehicles, and personal vehicles by AS employees, elected student officers or volunteers in connection with the conduct of the business and affairs of the AS.

### III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the AS Board of Directors (BOD).

### IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the AS BOD.

### V. RULES FOR AS EMPLOYEES AND ELECTED STUDENT OFFICERS:

#### A. BEFORE AUTHORIZATION TO DRIVE WILL BE GIVEN

*No AS employee or elected student officer shall be allowed to use a vehicle owned or rented by the AS or their personal vehicle in connection with the conduct of the business and affairs of the AS unless he or she has first complied with the rules set forth below. Any use of such vehicle without full compliance with the rules listed below shall be deemed by the AS to be outside the scope of the employment or engagement of such employee or elected student officer and therefore not authorized by the AS.*

Before any AS employee or elected student officer utilizes any vehicle owned by the AS, utilizes their personal vehicle, or rents any vehicle for use in connection with the conduct of the business and affairs of the AS, the employee or elected student officer must meet the following criteria:

1. Be at least age 19 at the time they intend to drive an AS vehicle or their personal vehicle and be at least age 21 to rent or drive a rental vehicle;
2. Present to the AS a valid and effective California driver's license;
3. Consent in writing to a record search paid for by the AS of his or her driving record with the State of California Department of Motor Vehicles. Such record must be satisfactory to the AS.
4. Provide the AS with proof of liability insurance for such person or vehicle with coverage limits satisfactory to the AS.

5. Acknowledge that his or her insurance will be the primary insurance for any liability or damages incurred in connection with use of their personal vehicle for such business and affairs of the AS; and
6. Indemnify the AS from any and all claims for injuries or damages should an accident occur or otherwise arise out of the use of their personal vehicle for such purposes.
7. Once all of the above criteria have been met, written authorization from the AS Administration Office will be provided. This written authorization must be received by the employee, elected officer or their supervisor before he or she drives on behalf of the AS.

B. AFTER AUTHORIZATION TO DRIVE HAS BEEN GIVEN

1. REPORTING OF ACCIDENTS, DUI (OR RELATED OFFENSES), AND LICENSE SUSPENSION

If an employee or elected student officer has been approved to drive for the AS and is

- involved in a vehicular accident (as the driver)
- cited for any severe vehicular violation, including but not limited to, Driving Under the Influence (DUI)/alcoholic beverage or drugs, DUI/causing bodily injury or death, evading peace officer, reckless driving, driving while suspended/revoked, hit and run/injury/property damage, driving wrong side/divided highway, speed over 100 MPH, speed contest/exhibition of speed, and explosives transportation
- has his or her driver's license suspended

He or she is required to notify within one (1) workday either the AS Administration Office or his or her division director (e.g. Dining Services Director, Bookstore Director, AS Programs and Government Affairs Director, etc.) of this accident, citation, or suspension, **regardless of whether it occurred on personal or work time.**

**NOTE: Any severe vehicular violation (as listed above) or driver's license suspension will result in IMMEDIATE suspension of AS driving privileges pending review by the AS Executive Director.**

2. FAILURE TO REPORT

Employees: If an employee fails to report as required above, he or she is subject to disciplinary action up to and including termination of employment.

Elected Student Officers: If an elected officer fails to report as required above, he or she is subject to permanent loss of driving privileges and applicable disciplinary action as deemed appropriate by the Executive Director or Board of Directors.

### 3. SUSPENSION OF AS DRIVING PRIVILEGES

If an employee has his or her AS driving privileges revoked for any reason, he or she may be subject to disciplinary action up to and including termination of employment.

### 4. REIMBURSEMENT FOR MILEAGE

The AS may reimburse such employee or elected student officer for mileage incurred in connection with the use of their personal vehicle for the conduct of the business and affairs of the AS, which reimbursement may not exceed the per mile rate then allowed by the AS.

### C. IF AUTHORIZATION TO DRIVE HAS BEEN DENIED

If the AS requests that an employee drive as part of his or her job duties and the employee is denied AS driving privileges for any reason, he or she may be subject to disciplinary action up to and including termination of employment.

## VI RULES FOR AS VOLUNTEERS (non paid positions):

### A. BEFORE AUTHORIZATION TO DRIVE WILL BE GIVEN

*No volunteers shall be allowed to use their personal vehicle in connection with the conduct of the business and affairs of the AS unless he or she has first complied with the rules set forth below. Any use of such vehicle without full compliance with the rules listed below shall be deemed by the AS to be outside the scope of the engagement of such volunteer AS and therefore not authorized by the AS. No AS volunteer shall be authorized to drive an AS vehicle or rental at any time.*

Before any AS volunteer utilizes their personal vehicle for use in connection with the conduct of the business and affairs of the AS, the volunteer must meet the following criteria:

1. Be at least age 19 at the time they intend to drive;
2. Present to the AS a valid and effective California driver's license;

3. Consent in writing to a record search paid for by the AS of his or her driving record with the State of California Department of Motor Vehicles. Such record must be satisfactory to the AS.
4. Provide the AS with proof of liability insurance for such person or vehicle with coverage limits satisfactory to the AS.
5. Acknowledge that his or her insurance will be the primary insurance for any liability or damages incurred in connection with use of their personal vehicle for such business and affairs of the AS; and
6. Indemnify the AS from any and all claims for injuries or damages should an accident occur or otherwise arise out of the use of their personal vehicle for such purposes.
7. Once all of the above criteria have been met, written authorization from the AS Administration Office, or designee, will be provided. This written authorization must be received by the volunteer or their supervisor before he or she drives on behalf of the AS.

**B. AFTER AUTHORIZATION TO DRIVE HAS BEEN GIVEN**

**1. REPORTING OF ACCIDENTS, DUI (OR RELATED OFFENSES), AND LICENSE SUSPENSION**

If a volunteer has been approved to drive for the AS and is

- involved in a vehicular accident (as the driver)
- cited for any severe vehicular violation, including but not limited to, Driving Under the Influence (DUI)/alcoholic beverage or drugs, DUI/causing bodily injury or death, evading peace officer, reckless driving, driving while suspended/revoked, hit and run/injury/property damage, driving wrong side/divided highway, speed over 100 MPH, speed contest/exhibition of speed, and explosives transportation
- has his or her driver's license suspended

He or she is required to notify within one (1) workday either the AS Administration Office or his or her division director (e.g. Dining Services Director, Bookstore Director, AS Programs and Government Affairs Director, etc.) of this accident, citation, or suspension, **regardless of whether it occurred on personal or work time.**

**NOTE: Any severe vehicular violation (as listed above) or driver's license suspension will result in IMMEDIATE suspension of AS driving privileges pending review by the AS Executive Director.**

2. FAILURE TO REPORT

If a volunteer fails to report as required above, he or she is subject to disciplinary action up to and including termination from any or all volunteer assignments for the AS.

3. SUSPENSION OF AS DRIVING PRIVILEGES

If a volunteer has his or her AS driving privileges revoked for any reason, he or she may be subject to disciplinary action up to and including termination from any or all volunteer assignments for the AS.

4. REIMBURSEMENT FOR MILEAGE

The AS may reimburse such volunteer for mileage incurred in connection with the use of their personal vehicle for the conduct of the business and affairs of the AS, which reimbursement may not exceed the per mile rate then allowed by the AS.

C. IF AUTHORIZATION TO DRIVE HAS BEEN DENIED

If the AS requests that a volunteer drive as part of his or her duties and the volunteer is denied AS driving privileges for any reason, he or she may be subject to disciplinary action up to and including termination from that volunteer assignment.

Original policy approved BOD:	2/16/96
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