

## 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 owned vehicles, rented vehicles, and personal vehicles by AS employees, volunteers, or elected student representatives 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. DEFINITIONS

1. AS Owned Vehicle – any vehicle owned or leased by the Associated Students, CSU, Chico.
2. Personal Vehicle – any vehicle not owned, leased, or rented by the Associated Students, CSU, Chico that is used by an AS employee, volunteer, or elected student representative while conducting the business and affairs of the AS.
3. Volunteer – as defined in the AS Personnel Policy 317.
4. Elected Student Representatives – Chico State students who are elected to serve on councils, committees, Student Academic Senate and/or Board of Directors.
5. Business and affairs of the AS - those duties required by the AS for employment, volunteer assignment, or duties of an elected student representative when performed with permission of the AS. This does not include travel to or from the place of employment or volunteer site unless specifically noted otherwise by the AS.
6. Employer Pull Notice Program – a program of the California Department of Motor Vehicles which allows the AS to check driving history, license status, and be alerted to driving violations or collisions for enrolled drivers.

### VI. RULES FOR VEHICLE USAGE:

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

Before any AS employee, volunteer, or elected student representative utilizes any vehicle owned or rented by the AS, they 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. Possess a valid California driver's license in their name which allows them to legally operate the class of vehicle(s) they will utilize in their employment.
3. Consent in writing to a record search paid for by the AS of their driving record with the State of California Department of Motor Vehicles and enrollment in the Employer Pull

Notice Program. If such record does not meet the standards required of regular drivers in the CSURMA AORMA Employee Driving Standards, then authorization will be denied.

4. Successful completion of an AS-approved defensive driving course. Completion of additional courses may be required prior to authorization.

Once all of the above criteria have been met, authorization to use AS owned or rented vehicles will be provided in writing to the employee, volunteer, or elected student representative.

In addition to the above, before an AS employee, volunteer, or elected student representative utilizes a personal vehicle in connection with the conduct of the business and affairs of the AS they must certify that:

1. They will maintain insurance coverage that satisfies the minimum liability insurance requirements for private passenger vehicles per California Insurance Code §11580.1b.
2. They acknowledge that their insurance will be the primary insurance for any liability incurred in connection with use of their personal vehicle while conducting the business and affairs of the AS.
3. They acknowledge that the AS, nor its insurance coverage programs, will bear no responsibility for damage occurring to their personal vehicles. They indemnify the AS from any and all claims for injuries or damages should an accident occur or otherwise arise out of the use of a personal vehicle while conducting the business and affairs of the AS.
4. Any vehicle they operate while conducting the business and affairs of the AS will be adequate for the work to be performed, be equipped with safety belts in operating condition, and be in safe mechanical condition as required by law.

Once all of the above criteria have been met authorization to use their personal vehicle in connection with the conduct of the business and affairs of the AS will be provided in writing to the employee, volunteer or elected student representative.

## B. AFTER AUTHORIZATION TO DRIVE HAS BEEN GIVEN

### 1. REPORTING OF TRAFFIC ACCIDENTS, COLLISIONS AND CITATIONS.

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

- involved in a traffic accident or collision (as the driver),
- cited for any traffic violation that involves the safe operation of a motor vehicle,
- has their driver's license suspended,

they are required to notify within one (1) workday either the AS Risk Manager or their division director (e.g. WREC Director, Government Affairs Director, etc.) of this collision, citation, or suspension, **regardless of whether it occurred on personal or work time and geographical location.**

**NOTE: Any violation, collision, or driver's license suspension will result in IMMEDIATE suspension of AS driving privileges pending review by the AS Risk Manager.**

## 2. FAILURE TO REPORT

If an employee or volunteer fails to report as required above, they are subject to disciplinary action up to and including termination of employment or volunteer assignment.

If an elected student representative fails to report as required above, they are 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 or volunteer has their AS driving privileges revoked for any reason, they may be subject to disciplinary action up to and including termination of their employment or volunteer assignment.

If an elected student representative has their AS driving privileges revoked for any reason, they are subject to permanent loss of driving privileges and applicable disciplinary action as deemed appropriate by the Executive Director or Board of Directors.

## 4. REIMBURSEMENT FOR MILEAGE

The AS may reimburse an employee, volunteer, or elected student representative for mileage incurred in connection with the use of their personal vehicle for the conduct of the business and affairs of the AS. The reimbursement rate may not exceed the per mile rate allowed by the AS at the time the driving occurs.

## C. IF AUTHORIZATION TO DRIVE HAS BEEN DENIED

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

If the AS requests that a volunteer drive as part of their volunteer assignment and the volunteer is denied AS driving privileges for any reason, they may be subject to reassignment or denial of the opportunity to volunteer.

## D. GENERAL RULES

1. No AS employee, volunteer, or elected student representative 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 they have first complied with the rules in this policy. Any use of such vehicle without full compliance with the rules listed herein shall be deemed by the AS to be outside the scope of the employment or engagement of such employee, volunteer, or elected student representative, and therefore not authorized by the AS.

2. AS owned or rented vehicles will only be used while conducting the business and affairs of the AS.
3. The defensive driver course along with other authorization steps may be required to be refreshed, renewed, or recertified at time intervals to be determined by the AS Risk Manager.

The following rules apply when driving any vehicle owned or rented by the AS, or while driving a personal vehicle and conducting the business and affairs of the AS.

1. Before operating any vehicle, the driver shall inspect it to ensure it is in safe operating condition, adequate for the work to be performed, and complies to all applicable laws.
2. AS employees and volunteers will be solely responsible for any theft, damage, or loss of their personal items from any vehicle. Exceptions to this must be approved by the Executive Director.
3. AS employees and volunteers will be solely responsible for any fines, tickets, violations, or similar received while driving or responsible for any vehicle. Exceptions to this must be approved by the Executive Director.
4. Hitchhikers shall not be picked up.
5. Except for service animals, no animals shall be transported.
6. Bicycles, scooters, mopeds, motorcycles, and similar vehicles may only be used within a three-mile radius of the beginning location. Helmets must be worn at all times while operating these types of vehicles.

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