



## C. Driving on University Business

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### **ONLY UNIVERSITY EMPLOYEES OR VOLUNTEERS MAY DRIVE UNIVERSITY VEHICLES.**

**State and CSU guidelines require that any University employee or volunteer who drives on University business must:**

- Be 18 years of age or older, must have a valid California or other State driver's license, and have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination or more than three thereof) during the past twelve month period.
  - The driver and all passengers in any vehicle driven on University business must wear a seat belt.
  - All accidents must be reported to University Police or the Office of University Risk Management within 48 hours.
- Submit an original completed [Authorization to Obtain Driving Records](#) from the Department of Motor Vehicles (INF254) (Form B) to University Police, UPD.
- The [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#) (Form C) form is only required if driving a private vehicle on University business. The original STD 261 is retained with the department supervisor and must be renewed every fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>).
- The University on-line Defensive Driver Training must be completed once every four years. Go to the CSUF Employee training center.

**If you have questions about these requirements, contact Risk Management (ext. 7346).**

**Contact the Employee Training Center ([employeetrainingcenter@fullerton.edu](mailto:employeetrainingcenter@fullerton.edu)) or ext. 2064 if you have any questions about online training.**