



SAN JOSÉ STATE UNIVERSITY

APPLICATION FOR UNIVERSITY VEHICLE OPERATION / AUTHORIZATION

Employees who are required to operate motorized vehicles on University/State business are required to be safe drivers and operate vehicles in a safe manner. This is your request to operate vehicles on University business. You must have your supervisor's permission to operate any vehicle on University business. If your position requires that you operate vehicles on University business, then your continued employment will be contingent upon satisfying each of the following. In addition to the below requirements, if you will be using your privately owned vehicle on official state business, you will have to fill out an authorization Std. Form 261.

Before operating a vehicle on University/State Business you must first provide evidence of and certify and maintain:

- 1. Possess and maintain a valid State Drivers License (Foreign licenses are not permitted). The Drivers License must be appropriate for the job and vehicle(s) to be operated, (i.e.; class A, B, C)
2. Not have received more than three moving violations and/or accidents or combination thereof in the past twelve-month period.
3. Complete the CSU approved Defensive Driving Course. For Online training: Environmental Health & Safety Office (x2155). Frequent drivers should take DDC each four years (SAM 0751).
4. Enroll in the University's Department of Motor Vehicles Employer Notice Program. Completing this form initiates that process.
5. Have and maintain a Good and Safe driving record. The Risk Management Office will review initial Drivers License Motor Vehicle Record from DMV. If a Class A, B, or Special Class C driver, you are responsible for providing (at your cost) an original DMV record to the employing department at time of interview.
6. Volunteers or students who drive vehicles on official university business such as field trips or athletic events shall sign and date a volunteer identification form in addition to the above requirements.

In order to continue to operate vehicles on University business, you must maintain a good and safe driving record The DMV will provide the University with periodic updates of your driving record. Internal records will also be utilized in that review.

Name(Print):First: Middle: Last:

Department: Position: Phone #

Drivers License Number: Expires Date of Birth: M D Yr

E-mail Address:

SJSU Employee ID# (on tower card) (OR) Student Last Four SSN:

AGREEMENT, CERTIFICATION, RELEASE AND ACKNOWLEDGEMENT

I understand and agree that I must possess and maintain a valid State Drivers License in order to operate vehicles on University business. I further understand that if my job requires vehicle operation, that my continued employment is contingent upon maintaining a valid State Drivers License and a Safe driving record. I hereby authorize the University to obtain my Drivers License information. I further acknowledge and agree that my supervisor and manager may be provided with my driving record information. I hereby release and waive any claims that may be related to the use of this information in my employment. I certify that I am in possession of a valid California or other State Driver's license. I certify that I have not been issued more than three moving violation or have been responsible for more than three accident (or any combination of more than three thereof) during the past twelve month period.

Employee / Student Signature: Date:

Authorized by Supervisor/Dean/Director: Signature: Date:

**** ATTACH A COPY OF YOUR DRIVERS LICENSE ****