

**Criteria for Driving on Foundation Business**  
California State University, Dominguez Hills Foundation.

## **I. Driver Requirements**

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All individuals driving on Foundation business must either be:

- An employee of the Foundation who is paid directly by the Foundation, or
- An employee of the California State University, Dominguez Hills who is authorized by the Foundation to drive in order to conduct directly related business on an awarded Foundation sponsored program. They must have an authorized Released Reimbursed Time Contract or a Payroll Overload Agreement on file at the Foundation Central Office for conducting work specific to a Foundation sponsored program at the time the driving is to take place.
- State employees must be conducting state business in order to be covered by State insurance as provided by university/State guidelines.

The individual must possess a valid State of California Driver's License or equivalent and have a positive driving record. Specifically, the individual's driving record will have no more than three (3) violation points in the immediate preceding twelve (12) month period or no more than five (5) points in an immediate preceding eighteen (18) month period. Employees accumulating four (4) violation points within an immediate preceding twelve (12) month period or six (6) violation points within an immediate preceding eighteen months period will not be allowed to drive on Foundation business.

Individuals who are considered "non-occasional drivers" driving more than once per week in order to conduct Foundation business or whose primary duty is driving-related, must complete the defensive driving course offered through Foundation Human Resources.

Occasional drivers are defined as:

- driving once a week or less to the store for office supplies;
- driving a golf cart on campus, regardless how often
- driving a rented vehicle while out of town at a business-related conference.

## **II. Vehicle Requirements**

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Privately-owned vehicles may be used to conduct official Foundation business; however, any damages incurred to the individual and/or to the automobile during official Foundation business shall be the vehicle owner's sole responsibility.

Vehicles owned by a Foundation sponsored project and authorized to be the responsibility of the Foundation as outlined in a Foundation sponsored project may only be driven in the performance of, or necessary to, or in the course of, the duties of the Foundation sponsored project associated with the vehicle. Employees using vehicles owned by a sponsored project for any unauthorized purposes are liable for the costs of misuse incurred or consented to by them.

Vehicles owned by the Foundation may only be driven in the performance of, or necessary to, or in the course of, official Foundation business. Employees using vehicles owned by the Foundation for any unauthorized purposes shall be liable for the costs of misuse incurred or consented to by them.

Rental vehicles through an approved vendor with negotiated insurance included in the rates may also be used.

### **III. Motor Vehicle Accidents**

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Any driver involved in a motor vehicle accident must immediately report the accident to their supervisor within 24 hours, who is responsible for reporting acknowledgement of the accident to the Foundation Human Resources office. Drivers should make no comment or statement regarding the accident to anyone except police officers, approved Foundation officials or employees, and representatives of the Foundation's contract adjuster, Alliant Insurance.

Employees and or supervisors must report all communication regarding a motor vehicle accident within 72 hours after occurrence to the Foundation Human Resources at (310) 243-2373. In the case of sponsored programs, the appropriate Post Award Analyst at the Foundation Central Office should also be notified.

### **IV. Motor Vehicle Insurance**

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Foundation Human Resources will coordinate response to claims of bodily injury and/or property damage of third party individuals that occur during official Foundation business. Evaluation and payments of claims will be handled in conjunction with the Foundation's insurers.

Foundation employees renting a vehicle to conduct official Foundation business are covered by an insurance policy provided by the Foundation's insurance agency while conducting that business as a provision of the Foundation contract with the insurance company. Prior to renting a vehicle, employees should verify with Foundation staff that the vehicle rental agency includes insurance coverage with their negotiated rates.

State employees who are not compensated directly by the Foundation are not covered by the Foundation's insurance policy for damage to a rented vehicle. Such individuals must purchase the additional insurance from the vehicle rental agency in the name of the CSUDH Foundation on behalf of if the state employee is conducting official Foundation business.

State employees can consult the University's Risk Management Department for questions regarding university insurance coverage while driving to conduct State business.

The Foundation's insurance does not provide for loss or damage to privately owned vehicles or state-owned vehicles used on Foundation business. It is designed to provide reimbursements to third parties only (when an accident is the fault of the Foundation driver conducting Foundation business) and not the Foundation/university employees or their vehicles.

### **V. Use of Electronic Devices**

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As a condition of driving on Foundation business, drivers must not utilize mobile electronic devices in any way during the operation of the motor vehicle. This includes text messaging, e-mailing, web browsing, and/or making/receiving telephone calls (hands free technology is acceptable).

## **VI. Consumption of Alcohol**

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Drivers must not consume any alcohol while conducting Foundation business where driving is required.

## **VII. Observation of Laws and Ordinances**

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Drivers must abide by all laws, ordinances, and regulations of the State of California and/or local jurisdictions when driving on Foundation business.

## **VIII. Violation of the Policy**

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Employees who violate any aspect of this policy are subject to disciplinary action, up to and including termination. In addition, employees violating this policy may subject themselves to personal liability for their actions.