

Defensive Driving Program – New Applicant Procedure

The purpose of this procedure is to provide advanced defensive driving techniques to reduce employees' chances of being involved in a motor vehicle accident. This also includes the use of Foundation golf carts. Managers and employees share the responsibility to adhere to the procedure to ensure the safety of everyone on campus. Failure to comply with any law, regulation, or policy regarding the use of carts or personal vehicles while on Foundation business may result in disciplinary action up to and including termination.

When there is a need for an employee to operate a cart or drive a personal vehicle on Foundation business, it must be noted on the Personnel Transaction Request Form (PTR) so that Foundation Human Resources can initiate the Defense Driving Program Procedure with the employee. Volunteers, who will drive on Foundation business or operate a cart, must denote it where appropriate on the Volunteer application form. If the PTR was completed without denoting the need for Defensive Driving training, the manager is responsible notifying Foundation Human Resources at FoundationHR@cushd.edu.

Forms and training needed to be eligible to drive Foundation owned vehicles and/or carts:

- Complete the Defensive Driving training course assigned by Foundation HR through CSU Learn. If employee does not have access to CSU Learn, the training can be taken here https://ddt.dgs.ca.gov/presentation_html5.html
 - Once completed provide a copy of the completed certificate to Foundation Human Resources.
 - The training must be completed every four years.
- Complete the INF1101 form (Employer Pull Notice form) provided by Foundation HR and return to enable us to verify the status of the driver's license through the Department of Motor Vehicles. This form will allow Foundation to pull your driving record on annual basis as well as notify us of any changes to your driver status with the DMV.
- You will be notified within three business days of submitting your training certificate and pull notice form whether you are cleared to operate a cart. If you are seeking to operate your own vehicle on Foundation business, additional forms are required. See below.

Additional forms and documentation needed to be eligible to drive your privately owned vehicle:

- Complete and submit an [Authorization to Use Privately owned Vehicles on CSUDH Foundation Business](#) form. This form is valid for only one year from the approval date and must be updated annually.
- Provide proof of auto insurance with your name shown as the insured. Auto insurance must be current California insurance.