

Criteria for Driving on Auxiliary Business
California State University, Fresno Association, Inc.
Updated February 2015

This policy applies to all auxiliary organizations that the Association has agreements with to provide management services, which include: California State University, Fresno Foundation; Agricultural Foundation of California State University, Fresno; Fresno State Programs for Children, Inc.; Associated Students of California State University, Fresno and The Maddy Institute.

I. Driver Requirements

All individuals driving on auxiliary business must either be:

- An employee of one of the six (6) auxiliary organizations who is paid directly by the auxiliary organization at full-time/part-time salaried status or at part-time hourly status, or
- An employee of the California State University, Fresno who is authorized by the Foundation to drive in order to conduct directly related business on an awarded Foundation sponsored program. He/she must have an authorized Released Reimbursed Time Contract or a Payroll Overload Agreement on file at the Auxiliary Human Resources 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 auxiliary business.

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

Privately-owned vehicles may be used to conduct official auxiliary business; however, any damages incurred to the individual and/or to the automobile during official auxiliary 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 an auxiliary organization may only be driven in the performance of, or necessary to, or in the course of, official auxiliary business. Employees using vehicles owned by an auxiliary organization 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

Any driver involved in a motor vehicle accident must immediately report the accident to his/her supervisor within 24 hours, who is responsible for reporting acknowledgement of the accident to the appropriate auxiliary. Drivers should make no comment or statement regarding the accident to anyone except police officers, approved auxiliary officials or employees, and representatives of the auxiliary'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 Auxiliary Staff Counsel at (559) 278-0800. In the case of sponsored programs, the appropriate Post Award Analyst at the Foundation Financial Services Office should also be notified.

IV. Motor Vehicle Insurance

Auxiliary Staff Counsel will respond to claims of bodily injury and/or property damage of third party individuals that occur during official auxiliary business. Evaluation and payments of claims will be handled in conjunction with the auxiliary's insurers.

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

State employees who are not compensated directly by one of the six auxiliary corporations are not covered by the auxiliary'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 auxiliary corporation they are driving on behalf of if the state employee is conducting official auxiliary business.

State employees can consult the University's Environmental Health and Safety Department for questions regarding university insurance coverage while driving to conduct State business.

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

V. Use of Electronic Devices

As a condition of driving on auxiliary 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

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

VII. Observation of Laws and Ordinances

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

VIII. Violation of the Policy

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.