



San Francisco State University

We Make Great Things Happen

Driver Safety Procedures and Best Practices

Lunch and Learn
October 4, 2016

SFSU Strategic Plan



Community



Courage



Resilience



Life of the Mind



Equity

Agenda

- Introductions
- Authorized Drivers
 - Who is an Authorized Driver?
 - How does one become an Authorized Driver?
- DMV Employer Pull Notice Program
- Students
- Field Trips
- Insurance
- Auto Accident Reporting
- Auxiliary Organizations
- Questions?

Authorized Drivers

University employees in active, State-funded pay status who have completed the University's requirements for the Driver Safety Program.

For example:

Faculty

Staff

Student Employees i.e. GTA's, Student Assistant's



becoming an Authorized Driver

Complete Authorization to Drive on University Business form.

Fax or Hand Carry to EHS. Please DO NOT E-mail.

Additional Forms may be required- EHS will contact you.

EHS will assign Skillport training

Provide EHS a copy of Certificate of Completion.

EHS will e-mail you and the Fiscal Affairs Travel Office that you are an authorized driver.



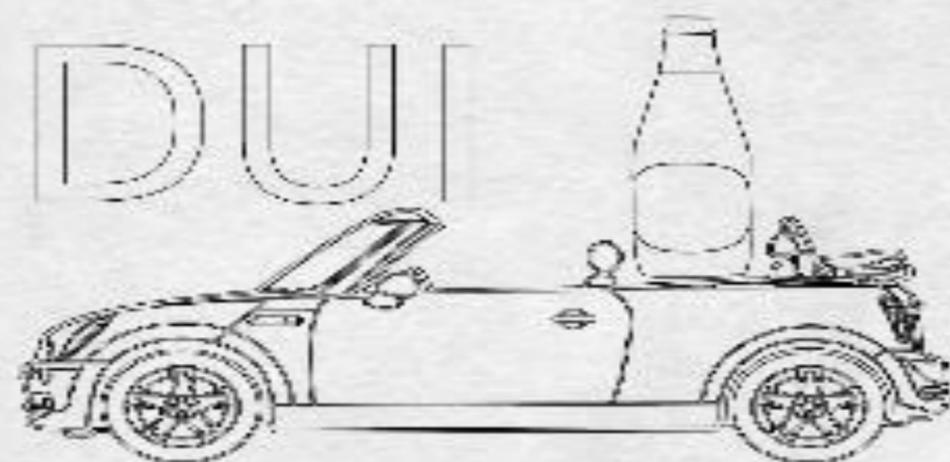
DMV's Employer Pull Notice Program (EPN)

Authorized Driver's are monitored using the DMV's Employer Pull Notice Program.

The EPN Program was established to provide employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records.

EHS monitors CA DMV driving records. This allows us to:

- Improve Public Safety
- Determine if each driver has a valid Driver's License
- Reveals problem drivers or driving behavior
- Helps to minimize the University's liability



Students

- Student employees are allowed to become Authorized Drivers if they are student assistants or grant assistants.
- Students must meet all requirements of the University's Driver Safety Program if they wish to be reimbursed for travel expenses.

Field Trips

Academic Field Trip Guidelines

- All field trips should be designated as a mandatory course requirement. (Exceptions to and/or make-up participation are decided by the college or department.)
- Field trip participants should be advised of any hazardous, extraordinary, or strenuous activity anticipated during the field trip and those activities should be listed on the Release of Liability form.
- All field trip participants must complete and submit a University Release of Liability Form.
- A list should be retained in the academic department containing: contact information for the designated faculty/staff, all participants of the field trip and emergency contact information.
- Authorized drivers must obtain University approval to drive and meet all requirements of the University's Driver Safety Program (DSP) prior to field trip

departure.

- No alcoholic beverages or controlled substances shall be transported in a State or private vehicle at ANY TIME.
- Guests are not allowed on academic field trips. Field trip participation should be limited to faculty, staff, enrolled students, and/or approved University volunteers.
- Student field trip participants are required to arrange their own transportation to and from the field trip site(s).

Authorized Participants Include:

- Faculty
- Staff
- Approved Volunteers
- Enrolled Students
- Enrolled College of Extended Learning Students

Insurance

For when the bad things happen

University-Owned Vehicles

- Third party liability coverage provided through State of California Office of Risk and Insurance Management (ORIM)
- Physical damage (comp & collision) to the vehicle covered through California State University Risk Management Authority (CSURMA)

Personal Vehicles

- When driving your own personal vehicle on University-related business, your personal automobile liability insurance is primary. Excess liability coverage provided through SFSU/ORIM only after your personal policy limits are exhausted.

Rental Vehicles

- For University-related business, you must reserve the rental vehicle through Fell Travel or Enterprise and decline all of the optional insurance coverage offered. Fell Travel provides comprehensive insurance coverage as part of the University's master agreement with Fell Travel/Enterprise.

How to Report an Auto Accident

University-owned Vehicle

- Notify the State Office of Risk and Insurance Management (ORIM) and SFSU Enterprise Risk Management.

University-rented Vehicle

- Notify the State Office of Risk and Insurance Management (ORIM), SFSU Enterprise Risk Management, and the rental agency.

University-leased Vehicle

- Notify the State Office of Risk and Insurance Management (ORIM), SFSU Enterprise Risk Management, and the leasing agency.

Your Personal Vehicle

- Notify the State Office of Risk and Insurance Management (ORIM), SFSU Enterprise Risk Management, the California State DMV, and your auto insurance company.

When?

**As Soon As Possible
(at least within 48
hours of accident)**

Auto Accidents

- University Employees involved in an accident while driving a University or State-owned vehicle, or a privately owned vehicle on office University or State business, will make no comment or statement regarding the accident to anyone except police, other State officer or employees, or an identified representative of the State's contract adjuster.
- All communications regarding claims, including summons and complaints, must be forwarded immediately to the Office of General Counsel in the Chancellor's Office, with a copy to the Office of Risk and Insurance Management, Department of General Services (ORIM) and System-wide Risk Management & Public Safety for disposition.
- Important forms:
 - The driver of a University or State-owned or rental vehicle involved in an accident should record all pertinent information on the Accident Identification Card, **Form STD 269**, before leaving the scene of the accident.
 - If another vehicle is involved, the appropriate portion of the form will be detached and given to the driver of the other vehicle.
 - **Form STD 270** must be completed and submitted to your supervisor
 - Your supervisor must complete **Form STD 274**

How to Report an Auto Accident

Important Contact Information

State Office of Risk and Insurance Management (ORIM)

- Phone: (916) 376 – 5302
- Fax: (916) 376 – 5277
- Claims Website: <http://www.dgs.ca.gov/orim/programs/autogeneralliabilityservices.aspx>

SFSU Enterprise Risk Management

- Phone: (415) 338 – 2565
- Fax: (415) 335 - 0597

Auxiliary Organizations

“Not in my House!”

- Auxiliary Organizations are separate, legal entities from the CSU. Auxiliary Organization employees are rarely, if ever, considered to be University employees.
- Auxiliary Organizations have their own employees, their own policies and procedures, their own insurance coverage and their own vehicles.
- Persons who are not “University employees” are not authorized to drive University vehicles.

Questions?



Enterprise Risk Management
Environment, Health & Safety
ADM 260



Phone
(415) 338 2565



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