San Francisco State University
We Make Great Things Happen
Driver Safety and Fleet Management

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Agenda

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Driver Safety Program

"No, that's not my family, that's how many people I've hit."
Driver Safety Program

Authorization must be obtained before operating a private- or University-owned motorized vehicle for business purposes.

Authorized individuals must be a University employee in an active state-funded pay status, student assistant or person recognized as a volunteer.

Motorized vehicle includes: powered carts, tractors, forklifts and rented vehicles.

Authorized drivers must possess a valid California driver’s license, maintain a good driving record, and complete Skillport Defensive Driving Fundamentals training.

If you do not have a California license, ERM will accept a printout of your state driver’s license record. You must obtain a California driver’s license within 3 months of enrollment to remain in the program.

Note: Authorization to Drive Personal Vehicle Requires Annual Renewal
Authorizations to Drive on University Business

Required Steps

1. Complete the Authorization to Drive application, and the DMV Pull Notice.
   • If driving your personal vehicle for state business you must complete the Authorization to Drive Personal
     Vehicle or STD 261 form.

2. Hand-deliver or fax completed form(s) to ERM
   • ERM fax number: (415) 338-0597.

These documents contain Level 1 data. Please do not submit electronically. Fax or hand-deliver only.
Approval of Authorization to Drive

ERM Notification Process

1. Applicants will receive an e-mail with instructions to complete Skillport *Defensive Driving Fundamentals* training module.
2. Once employee completes the training, employee must email or fax the certificate of completion to ERM at drive-ergo@sfsu.edu or via fax 415/338-0597.
3. ERM will e-mail a confirmation of completion. A confirmation will also be sent to the Travel department if using your personal vehicle.

Certificates are valid for four years from the date of completion.
Before an employee may drive a University vehicle or drive a university rental vehicle you must complete the Authorization to Drive On University Business form.

A visiting employee from another country here for more than six months must have a valid United States driver’s license in their possession in order to drive a University or State vehicle.

Anyone who does not have a valid United States driver’s license should contact the Office of Risk and Insurance Management in Sacramento.
The Employer Pull Notice (EPN) Program provides employers with a means of promoting driver safety through ongoing review of driver records.

When an employee's driver's license is updated to record an action/activity, a check is made electronically to determine if a pull notice is on file. If the action/activity is one that is specified to be reported under the EPN program, a driver record is generated and submitted to the employer (SF State).

The EPN program determines if each driver has a valid driver's license and reveals problem drivers or driving behavior which is used by SF State to manage risks associated with unsafe drivers.
Before an employee may use their personal vehicle on university business you must complete the Driver Authorization form. The form certifies that your vehicle will always be:

- Covered by liability insurance in at least the following amounts:
  - $15,000 for personal injury to, or death of, one person;
  - $30,000 for personal injury to two or more persons in one accident;
  - $5,000 for property damage;
  - Adequate for the work to be performed;
  - Equipment with safety belts in operating condition; and,
  - In safe mechanical condition as required by law.

ERM is the custodian of the program. The supervisor’s signature is no longer required as the approver.

Authorization must be renewed annually.
SF State Approved Driver List

- The SF State Approved Driver list is located on the ERM website.
- The list is updated quarterly by ERM.
- A driver must be on the approved driver list to receive travel reimbursement.
- ERM monitors the driver list for renewals. An email is sent out by ERM to employees when they are due for renewal.
Use of Rental Vehicles for University Travel

University Requirements for Vehicle Rentals

University policy requires that you use approved vendors (Enterprise/National) for business travel. Applying [CSU’s Corporate Code (NACA055)](http://fiscaff.sfsu.edu/) automatically includes the Collision Damage Waiver for comprehensive and collision coverage along with liability coverage for third-party damages.

Drivers must be 21 or older to rent a vehicle, or 25 or older for 12-passenger vans. Instructions for renting vehicles may be found on the Fiscal Affairs website. [http://fiscaff.sfsu.edu/](http://fiscaff.sfsu.edu/)

In order to be reimbursed for auto-related travel expenses, employees must become approved drivers in the Driver Safety Program.

Purchase of Personal effects or Road-side Assistance coverage is at the discretion of the employee and is NOT reimbursable by the University.
Misuse of Vehicles

Examples

Driving a University vehicle without authorization by proper University officials or driving without a valid California or other State’s license is a misuse.

Permitting a person who is not a University employee to drive is a misuse.

Personal use or conveying passengers other than persons directly involved with University or State business, except with approval of employee’s immediate supervisor is a misuse.

Employees misusing University vehicles may be personally liable for damages to persons or property caused to third parties and the legal expenses of defense.

Employees may be subject to disciplinary action by the University.
Traffic Violations

Employees that are issued traffic citations, including parking fines or toll evasions will be responsible for paying any fines.
What do I do if Involved in an Accident?
Accident Reporting

• First, determine if immediate medical treatment is required. If so, notify your supervisor and Enterprise Risk Management and seek medical attention.

• Do not admit fault or make any promises to parties involved.

• Provide the other party with contact information for the State Office of Risk Insurance Management (ORIM). Ph# (800) 900-3634

• Employee must complete the Accident Information Card or (STD 269).

• Supervisor must complete the Vehicle Accident Report (STD 270) and State Driver Accident Review form or (STD 274).

• Accident Reporting Forms may be found in the University vehicle glove compartment or on the Enterprise Risk Management Website. http://erm.sfsu.edu
STD 269 Accident Identification Form

**Reporting of Automobile Accidents**

The state administers a vehicle liability self-insurance program against loss for personal injury and property damage to others. The program protects any officer or employee of the state when operating a vehicle on official state business.

All vehicle accident reports (STD 270) must be received by the Office of Risk and Insurance Management (ORM) within 2 business days after the accident. The report must be completed by the driver and reviewed and approved by their supervisor. The vehicle accident report, along with any additional information related to the accident should be emailed to ORM at claims@dgs.ca.gov

**Do Not Discuss Accident with Anyone Except:**
1. Investigating Traffic Officers
2. Your Supervisors
3. Authorized State Officers
4. Office of Risk and Insurance Management Claims Analysts

**Complete Entries on Accident Identification Card — Detach and Give to Other Driver**
Vehicle Accident Reporting Form

- Completed by the State driver
- Must be received by Enterprise Risk Management within two business days of any accident
STD 274 Supervisor Review Report

Supervisor Review Report

- Completed by the State driver’s supervisor

- Must be received by Enterprise Risk Management within two business days of any accident

- Submit with STD 270 form
University Vehicle Insurance

- SF State participates in the State of California’s Self-Insurance Vehicle Liability Insurance Program.

- Liability coverage is provided for approved drivers operating vehicles on University business for:
  - Injury to Others
  - Damage to Other’s Property

- Some University departments elect to cover vehicle damage for their department vehicles. ERM can provide quotes for this coverage.

- If driving your personal vehicle on University business, your personal automobile liability insurance is primary. The University then provides excess coverage for claims if your personal automobility liability insurance limits are exhausted. Employees are responsible for any out-of-pocket costs, including costs for damage to your vehicle, deductibles and increased premiums, resulting from an accident.
Injuries Incurred While Driving

• If an accident results in injuries to any party, notify your supervisor and Enterprise Risk Management within 24 hours for assistance and information at (415) 338-2565.

• Employees injured in a vehicle accident while on University business may receive medical treatment from the University's designated Workers' Compensation medical provider or their pre-designated physician.

• All other parties involved in a vehicle accident may receive treatment or medical attention at the nearest or preferred hospital or clinic.
CSU Vehicle Guideline Handbook

Developed by CSU Office of the Chancellor

Available at:
SF State Fleet Management
Questions?
Contact Us

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Fleet Management
Fleet Management Team

Aleksey Sobinin - Fleet Coordinator

Rogelio Domingo - Mechanic
Responsible for Fleet Maintenance and Safety

- Maintain current Inventory & RME (Responsible Managing Employee) list
- Conduct routine Safety Checks
- Manage warranty provisions with timely Warranty Inspections
- Track and communicate Recall Notices
Ensure Compliance with the Campus Motor Vehicle Inspection Program

- Mechanical inspection of all new campus vehicles upon delivery
- Manage Smog and Safety inspections
- Track and label campus-owned vehicles used on campus paths with the campus vehicle ID number
- Maintain and store emergency keys for all campus vehicles except Police vehicles
Conduct Preventative Maintenance and Repair

- Ensure Auto Shop is Safety and environmental compliant
- Upkeep and maintain technology and parts that services fleet
- Follow manufacturer’s manuals on repairs
- Replace on original parts
Oversee Underground Storage Tank Program and Fuel Tanks

- Adhere to regulatory practices for keeping and storing petrol, oil, propane and lubricants
- Keep compliant with safety protocol for managing, handling and storing flammable and hazardous materials
- Administer Voyager state fuel card program
Keep Current with Safety Practices

- Safety Inspections:
  - “Pre-driving” daily
  - every 6 months or 6000 miles
  - Safety Labeling
Operating Financially Responsible

- Obtaining estimates of vehicle repairs to support Financial controls
- Maintain complete vehicle history files
- Support Annual Reporting with total aggregate automotive operating costs tracking