



Get the “Green Light” Before Driving on State Business

Driving a state vehicle (e.g. car, van, truck, forklift, golf cart), rental vehicle, or personal vehicle for transportation while doing state business, whether reimbursed for the expenses or not, requires prior authorization.

Authorized Fresno State-related business driving is covered by auto liability insurance from the State of California, Office of Risk and Insurance Management (ORIM). The insurance program is called: **State Motor Vehicle Liability Self-Insurance Program (VELSIP).**

There are specific requirements for driving on state business. The most significant are:

- Must complete the authorization process.
- Must have had Defensive Driving training within the last four years (*if driving more than 1 day/month*).
- Must be a state employee, or volunteer signed up through Human Resources (Job Class 0050).
- Must have a valid California or other state driver's license of appropriate class for the type of vehicle being driven.
- Must participate in the DMV driving record pull notice program, and maintain a good driving record.
- Must register your vehicle for personal use.

Note: This is an ANNUAL requirement and is covered in the online driving authorization process.

Some other requirements and procedures regarding driving on state business are stated in the Policy on Driving on University Business, Section G-14, and the CSU Use of University and Private Vehicles Guidebook.

How to obtain Authorization

There are two separate online parts:

Step 1: Driving Authorization Process (*annual process if updating personal vehicle use authorization – approx. 5-7 mins to complete - alternate process available for volunteers*)

Step 2: Defensive Driving Training (*required every four years* – approx. 1 hour to complete*)

**If you drive 1 day/month or less, the training is not required.*

Please go here for information:

<http://www.fresnostate.edu/adminserv/facilitiesmanagement/ehsrms/riskmgt/driving/index.html>

Where you will find:

- Instructions for accessing and completing the online approval process
- Instructions for accessing and completing the online training (if required)
- Frequently asked questions & answers