

GUIDELINES FOR AUTHORIZED DRIVERS

WHO IS REQUIRED TO BE A CHAPMAN UNIVERSITY AUTHORIZED DRIVER:

- Anyone driving a university-owned vehicle
- Anyone receiving a car allowance
- Anyone driving others in the course of university business
- Anyone for whom driving is a component of their job description or who otherwise drives for university-related purposes to include the use of a university vehicle, leased vehicle, rented vehicle, or personal vehicle.

MINIMUM REQUIREMENTS:

Valid (not suspended or expired) driver's license in the official state of residence within the United States and of the proper class for the type of vehicle to be driven; **AND**

AN ACCEPTABLE MOTOR VEHICLE RECORD THAT DEMONSTRATES THE FOLLOWING:

No more than two (2) moving violations and/or at-fault accidents in a rolling three (3) year period to include:

- Speeding
- Running a red light
- Not stopping at a stop sign
- Unsafe driving conditions
- For purposes of the above, one (1) at-fault accident will equate to one (1) moving violation.

EXCLUDED FROM AUTHORIZED DRIVER STATUS INCLUDES ANY DRIVING RECORD THAT REFLECTS:

- Two (2) or more at-fault accidents in the previous 3 years,
- Any suspension or restriction of license in the previous 3 years,
- Refusing an alcohol or drug test in the previous 5 years,
- Any of the following violations that result in a conviction:
 - Driving under the Influence (drugs or alcohol),
 - Racing (or any violation related to racing),
 - Negligent, Reckless or Careless driving (or the equivalent),
 - Hit and Run,
 - Any violation of this nature may be reconsidered once the conviction date is 5 years old.

NOTE: Drivers of University vans and SUV's must be 21 years of age or have at least three years licensed driving experience (permitted years do not apply).

WHO IS REQUIRED TO PARTICIPATE IN THE CALIFORNIA DMV PULL PROGRAM:

Any Authorized Driver

ADDITIONAL CRITERIA FOR APPROVED STATUS:

All persons seeking status as Authorized Drivers shall complete one or more training programs based on the nature of the driving that they will be doing for the University as follows:

1. **All Drivers: Driving Safely Course**

This is an online course provided or approved by the University's liability insurer(s). Questions are integrated into the SCORM package, and no separate exam is required. Completion of this course is a requirement for all Authorized Drivers.

2. **Drivers of Electric Service Vehicles**

This is an online course, with questions integrated into the SCORM package. Completion demonstrates the candidate's understanding of University policies and procedures related to the use of Electric Service Vehicles.

3. **Drivers of Light Trucks, Cargo Vans and larger Commercial Vehicles**

A 21-minute video, an informational brochure on Safe Backing, and an integrated quiz will be required of any persons who will be driving larger, commercial-type vehicles such as the passenger vans in the University fleet, the Dodge College Isuzu NRR Grip Truck and other vehicles such as the University Ford 350 Stake Truck. The purpose of this training is to confirm the drivers understanding of the unique handling characteristics of these larger, limited visibility vehicles.

4. **Other**

At the discretion of the University, extra or remedial training may be required based on circumstances unique to the individual's driving experience, i.e. behind-the-wheel or remedial training for persons driving trucks or vans.

NOTE: If you are a visitor in California over 18 and have a valid driver license from your home state or country, you may drive in this state without getting a California driver license as long as your home state license remains valid.

If you become a California resident, you must get a California driver license within 10 days. Residency is established by voting in a California election, paying resident tuition, filing for a homeowner's property tax exemption, or any other privilege or benefit not ordinarily extended to nonresidents.

http://www.dmv.ca.gov/dl/dl_info.htm#two500

State of California Financial Responsibility Laws

Please note that whenever you drive your own personal vehicle, under California Motor Vehicle Code you are held personally financially responsible. Most drivers satisfy this requirement by purchasing an insurance policy. The minimum liability insurance requirements for private passenger vehicles (*California Insurance Code §11580.1b*) is \$15,000 for injury/death to one person, \$30,000 for injury/death to more than one person, and \$5,000 for damage to property.
http://dmv.ca.gov/pubs/brochures/fast_facts/ffvr18.htm

Liability insurance compensates a person other than the policy holder for personal injury or property damage. If you purchase only the minimum limits of liability insurance required by law, you may find yourself underinsured for a loss for which you may be personally liable. Even higher limits can leave you without benefit of adequate insurance. You are advised to consult with your insurance broker on limits that are appropriate to your personal situation.

Note that Chapman University maintains a policy of automobile liability and physical damage insurance for all University owned vehicles. This coverage extends to vehicles rented by the University or by employees of the University for use in the course and scope of their work for the University.

The liability component of this insurance will respond to any claim against the University, but it will not protect you for any claim against you personally involving the use of your personal vehicle. Similarly, the physical damage (comprehensive and collision) insurance coverage under the University policy will respond for vehicles owned or rented by the University for University business, but the University insurance policy will not respond to any loss or damage to your personal vehicle, even if that vehicle was in use providing service to the University.