

**DEPARTMENT OF MOTOR VEHICLE (DMV)  
AUTHORIZATION FORM**

To the University of the Pacific:

It is understood that my job position requires me to drive on University business. I understand that the insurance company writing the University's automobile insurance requires a copy of my current driving record (3 years of driving experience is required) to assess my insurability.

By this letter, I hereby authorize the insurance company and/or its agent to obtain the necessary motor vehicle records.

\_\_\_\_\_  
Department (*Please print complete name*)  
 Stockton  Sacramento  San Francisco

I am a student employee\*\*

I am faculty or staff

Other \_\_\_\_\_

\_\_\_\_\_  
**PRINT** Name of Supervisor

\_\_\_\_\_  
**PRINT** Name of Employee

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number & **State\***  
*California license required unless student employee*

\_\_\_\_\_  
Phone or Email

**VEHICLE SAFETY MANUAL** - Mandatory  
Attached is my signed confirmation page from the Vehicle Safety Manual.

**CART TRAINING**  
I am aware that to complete my authorization to drive a University cart, I must complete Risk Management's Cart Safety Training Course and obtain a certificate of completion.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
Date

**FAX THIS FORM, YOUR SIGNED CONFIRMATION PAGE AND A COPY OF YOUR DRIVER'S LICENSE TO 209.946.2806 OR MAIL TO BUDGET & RISK MANAGEMENT, MAIN GYM, SECOND FLOOR.**

**\*Note** – Out of State License Policy DMV requires that if you take a job and become a 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.

**\*\*Note** – Student employee driving authorization will expire May 31<sup>st</sup> of each year. A new request form must be submitted to Risk Management by student employees each year to obtain clearance for University driving privileges.

**\*\*\*Note** - Only employees with United States driver's licenses are eligible to drive for the University.

Please allow 10 days for processing.

UNIVERSITY OF THE  
**PACIFIC**

**VEHICLE SAFETY MANUAL**

*Fleet Safety Rules*



- Do not take chances. To arrive safely is more important than to arrive on time.
- Employee is required to possess a California license in order to drive on University business unless they are a student employee.
- Anyone under the age of 18 years old is prohibited from driving University vehicles.
- 3 years experience as a licensed driver is required.
- Vehicles and carts are to be driven by authorized drivers only.
- Children should not ride in carts with employees.
- Use of the University vehicle for personal use is prohibited.
- Cell phones - are only to be used by passengers or by drivers who have pulled over and stopped in a safe location – hands free 7/1/08.
- Drivers should be mentally and physically rested and alert prior to each trip.
- Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs is prohibited.
- Drivers must have a valid driver's license for the type of vehicle to be operated with them.
- Drivers must report all arrests and traffic convictions to the University's Risk Manager.
- Driver must possess an acceptable motor vehicle record: Any drivers (employees or applicants) showing one of the following will be restricted from driving on University business:
  - One (1) or more type "A" violations in the past 5 years.
  - Three (3) or more accidents (regardless) of fault in the last 5 years.

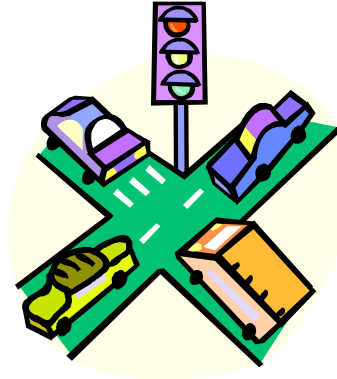
- Three (3) or more “B” violations, incidents or citations in the past 5 years.
- Any combination of accidents and type “B” violations, incidents or citations which equal three (3) or more in the last 5 years.

Type “A” Violations	Driving while intoxicated
	Driving while under the influence of drugs
	Negligent homicide arising out of the use of a motor vehicle (gross negligence)
	Operating during a period of suspension or revocation
	Using a motor vehicle for the commission of a felon
	Aggravated assault with a motor vehicle
	Operating a motor vehicle without the owners authority (grand theft)
	Permitting an unlicensed person to drive
	Reckless driving including excess of 100 mph
	Speed contest (racing)
	Hit and Run (Bodily injury or property damage)
Type “B” Violations:	Violations not listed as type “A” violations.

- Registration on the vehicle must be kept in the vehicle at all times.
- Drivers requiring corrective lenses must wear them at all times while driving.
- Seat belts must be worn at all times by drivers and passengers riding in the vehicle.
- Traffic laws must be obeyed at all times.
- Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.
- Never attempt to exercise the right-of-way; always let the other driver go first.
- Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left turn.
- Never follow another vehicle so closely that a safe stop can’t be made under any conditions. **Slow down and stay back.**
- Turn signals must be used to show where the driver is heading while going into traffic and before every turn or lane change.
- Slow down and watch for children in school zones.

- Do not give rides to hitchhikers or strangers.
- Check the vehicle before each trip including the lights, brakes, steering, and make sure there is plenty of gas.
- Headlights must be on at all times while driving.
- All vehicles will be operated as prescribed by State or Local Laws or by the applicable Department of Transportation Motor Carrier Safety Regulations.

***Defensive Driving***



- Defensive driving means driving to prevent accidents in spite of the actions of others or the presence of adverse driving conditions. Simply stated, “Defensive Driving Means No Surprises”.
- Defensive driving will not only get you to your destination safely but will improve your efficiency.
- Observe the three key elements for successful defensive driving.

Step	Action	Basic Step
1	Recognize hazards	<b><i>See the Hazard</i></b> – when driving, think about what is going to happen or what might happen as far ahead of encountering a situation as possible. You should never assume everything will be “all right.”
2	Decide what to do about them	<b><i>Understand the Defense</i></b> – specific situations require specific ways of handling. Become familiar with the unusual conditions which you may face and learn them well so you can apply them when the <b><i>need arises</i></b> .
3	Act to avoid a crash	<b><i>Act in Time</i></b> – once you’ve noted a hazard and understand the defense against it, act! Never take a “wait and see” attitude.

- By using these three steps and using good driving techniques, you’ll learn to “give in” a little.
- Learn to tailor your driving behavior to the unexpected actions of other drivers, pedestrians and changing driving/road conditions.
- There is no doubt that a professional code for defensive drivers is not easy to follow.
- As a professional, you must show the way for other drivers and do your best to drive defensively.

***Insurance***

The purpose of these fleet safety guidelines is to aid the University in their efforts to increase vehicle operator safety, control the number of vehicle accidents and reduce the University’s liability.

- **University Insurance Coverage:** Only University employees and student employees are covered under the University auto coverage following approval by Risk Management.

<b>University Owned Vehicles</b>	Bodily Injury, Property Damage, Medical Payments, Uninsured Motorists, Comprehensive and Collision
	<ul style="list-style-type: none"> <li>• University vehicles are to be used by authorized personnel only.</li> <li>• No <u>unauthorized drivers</u> such as <b>spouses or children</b> are allowed to drive a University vehicle.</li> </ul>
<b>Rented Vehicles</b> (rented by University personnel for <b><u>Business purposes only.</u></b> )	Bodily Injury, Property Damage, Medical Payments, Uninsured Motorist, Comprehensive and Collision.
	<ul style="list-style-type: none"> <li>• Vehicles rented for University business are not to be used for personal use.</li> </ul>
	<ul style="list-style-type: none"> <li>• If an accident occurs while using a rented vehicle on personal time, the user holds the University harmless from any and all claims related to an automobile accident.</li> </ul>
<b>Non-University Vehicles</b> (faculty, staff and student’s personal vehicle)	<u>Not covered</u> under the University’s policy
	<ul style="list-style-type: none"> <li>• Whenever non-University vehicles are used for University business</li> </ul>

	the insurance policy of the registered owner's vehicle will be the primary coverage for physical damage and liability.
	<ul style="list-style-type: none"> <li>The University's policy is secondary for auto liability only; the University's policy does not cover physical damage for a non-University vehicle.</li> </ul>
<b>15-Passenger Van (Class "B" license)</b>	<ul style="list-style-type: none"> <li>Per California Department of Motor Vehicles, effective July 1, 2007, a Class "B" license is required to operate a 15 passenger van.</li> </ul>

- To insure proper vehicle coverage Risk Management

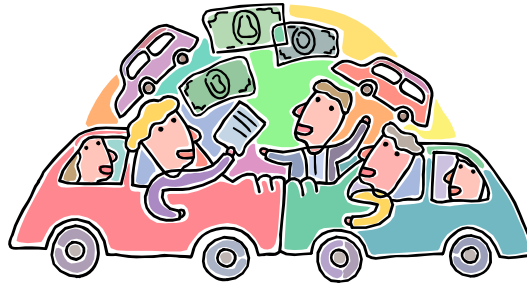
Step	Action
1	Must be informed when a new driver or vehicle has been added to a department
2	Must be informed when an exchange has been made with the dealership
3	Must be informed when a vehicle has been sold

- To insure proper driver coverage Risk Management

Step	Action
1	Must receive a Motor Vehicle Records release form for any employee who drives on University business including operating a golf cart.
2	Must obtain and read a copy of the Vehicle Safety Manual.
3	Must submit the signed Acknowledgment of Receipt from the Vehicle Manual and return to the Risk Management department.

- If an employee uses the vehicle against the University policy, and has an accident, under some recent California case law, the University may not be held responsible (liable) for the consequences.
- Driving on University business is a privilege, please drive safely and responsibly to keep you and others safe and to protect the assets of the University.**

*Accident Investigation & Records*



- Every accident should be reported to the Risk Management department for proper investigation and review.
- The primary purpose of investigating an accident is to find out the cause and initiate action to eliminate or control it.
- Another purpose is to obtain information to be used in determining whether the accident is preventable or non-preventable.
- **Do not leave the scene** of any accident without the proper exchange of information with the other party (unless advised against by an authority).

Step	Action
1	Name of other driver
2	Name of owner of other vehicle
3	Address of other driver and other owner
4	Telephone number of other driver and other owner
5	License number of other driver
6	License plate number of other vehicle
7	Type of vehicle (include color)
8	Insurance carrier for other vehicle
9	Policy number for other vehicle
10	Witness(s) – be sure to get
	Their name
	Their telephone number

- An Accident Report Kit will be provided and is to be kept in the vehicle at all times.

**University  
Vehicle Use**

The following states the standard policies designed to maintain prudent operations and safe use of the University provided fleet of vehicles for all University authorized drivers.

**Maintenance**



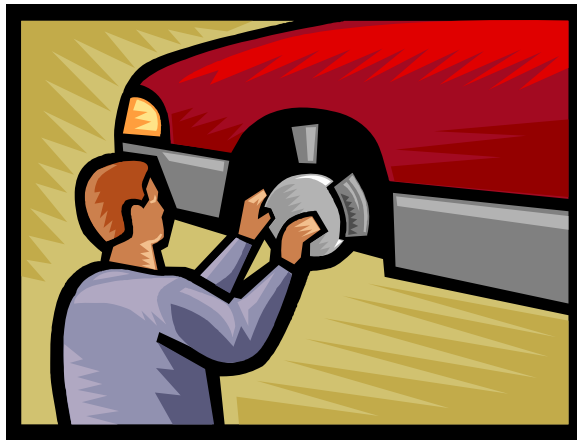
- The maintenance and servicing of University vehicle is critical. Often the lack of proper maintenance and servicing is identified as causing or contributing to an accident. The maintenance and servicing inspection requirement is for private passenger cars, vans and pickup trucks.
- Each vehicle must receive an inspection by the users of the vehicle or the assigned driver. The frequency of this inspection will depend upon the use of the vehicle.
- The following critical item inspection list focuses on inspection of equipment often identified as causing or contributing to passenger car accidents.
  - This checklist should be used each time a University vehicle is driven.

<b>Stage</b>	<b>Description</b>
Brakes	Have the system inspected by the University's approved vendor immediately if there is repeated pulling to one side when braking, strange sounds or increased brake pedal travel indicate brake problems.

Steering & Suspension System	Be alert for any changes in steering action. Inspection or service by the University’s approved vendor is needed when the steering wheel is hard to turn or has too much free play, or when strange sounds occur during turning or parking. Uneven or abnormal tire wear, or a pull right or left on a straight and level roadway, may show the need for a wheel alignment. A vibration of the steering wheel or seat at normal highway speeds may mean that wheel balancing is needed.
Tires & Wheels	Tires mounted on passenger automobiles, pickup trucks and light duty vans must have at least 2/32 inch (1.6 mm) tread depth at all points in all major grooves. Tires must not be used which have unrepaired fabric breaks; exposed or damaged cord, bumps, bulges, or cuts.
Lights	Check license plate lights, side marker lights, headlights, parking lights, tail lights, brake lights, turn signals, backup lights and hazard warning flashers. Have headlight aim adjusted promptly.
Windshield & Windows	Replace or repair broken, scratched or damaged glass that reduces vision or could cause injury. You may be cited for driving with a broken window.
Horn	Sound the horn now and then to make sure it works. Check all button locations.

- **All vehicles must have a semi-annual inspection by an approved vendor of the University.**

*Servicing*



	<b>Description</b>
6 month or 3,000 miles	Vehicle must be inspected
Service will include but not limited to	Fluid level checks Oil and filter changes Tire tread depth Windshields Brake lights
Inspection and Maintenance Records	Presented to Risk Management for annual review Corrective action taken when necessary

- *All vehicles must have a semi-annual inspection by an approved vendor of the University.*

**ACKNOWLEDGMENT  
OF RECEIPT**

This is to acknowledge that I have received a copy of the University of the Pacific’s Vehicle Safety Manual and understand that it sets forth the terms and conditions of my responsibilities as well as rights, duties and obligations of driving a University vehicle or my own vehicle on the behalf of the University. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Manual.

I also understand that the Manual contains the sole and entire authorized University representation to me as to the continued use of the University’s vehicle or my vehicle on behalf of the University.

NAME \_\_\_\_\_  
Please Print

SIGNATURE \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DATE \_\_\_\_\_

*(Please remove from the Vehicle Manual and return to the Risk Management department)*