

Driver Authorization Process Training

Presented by Risk Management

May 2020

Duration: 7 minutes

Who should understand the Driver Authorization Process

Any employee, student, volunteer, or contracted driver authorized to drive a vehicle on University Business; the members of the Leadership Team, as well as Supervisors and Business Managers who supervise any individuals with such responsibilities.

Purpose of Driver Authorization

The University has established safety standards for operation of University-owned vehicles, personally-owned vehicles, and rental cars driven by authorized drivers for University business in an effort to protect students, faculty, staff, and volunteers who are driving or traveling on University business.

“University Business” Defined

Travel that is conducted with the knowledge and approval of the University for the benefit of the University. Commuting to work is not considered University Business.

Eligibility to drive on behalf of the University

- **Driver License**
 - Must possess a valid driver's license.
- **Age**
 - Must be at least 18 years of age.
- **Experience**
 - Must have 1 year of driving experience.
- **University Relationship**
 - Must be a University employee, student, contracted employee, or authorized volunteer.
- **Violations and Accidents**
 - Must meet the requirements found in Appendix A

Steps to become an authorized driver

The following must be completed for approval of driver authorization:

- University Driver Information Form
- DMV Authorization for Release of Driver Record (MVR) Information
- Driver Safety Training
 - The complete list of steps can be found in the [Driver Authorization Process webpage](#)
- Key FOB Agreement Form
 - Only necessary if driving a University Vehicle

If you are a volunteer:

- Background Check

Documents must be submitted electronically to usftravel@usfca.edu

Driver ID Program and Key Fobs

Verizon Connect GPS Fleet Tracking

- Most University-owned vehicles have been installed with GPS tracking units, which give Program Administrators, Supervisors/Business Managers, and Leadership ability to view near real-time activity of current vehicle location and driver behavior, through web-based maps.

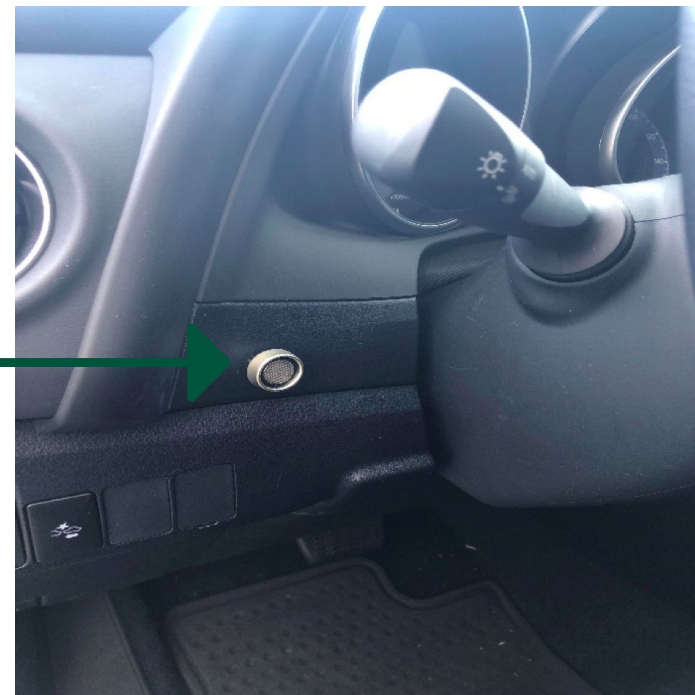
Key Fobs

- Drivers are assigned a unique key FOB to operate a University-owned vehicle, required for each journey, with an understanding that their driver behavior will be monitored and evaluated. The Key FOB Agreement Form outlines policies and regulations to operate a University vehicle.

Key FOB Tutorial

1. Before you get into your vehicle, make sure that you have your key FOB on hand.
2. Find the beeper that will require your FOB, which should be on the left side of the steering wheel.
3. Once you turn on the vehicle and get ready to drive, a beeping sound will go off until you put the FOB on the beeper.

Place FOB here



Additional Information

For additional information relating to the Driver Authorization Process, please see:

- **Driver Authorization Process webpage**
- **Vehicular Use Policy**

Contacts for questions regarding the Driver Authorization Process:

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