



CHANGE THE WORLD FROM HERE

Driver Authorization Process Training

This is the Driver Authorization Process Training, which will address the requirements to be an authorized driver, the purpose of having authorized drivers, and the process that must be completed to become one. This presentation is presented by Risk Management

Who should understand the Driver Authorization Process

- Those who should understand the Driver Authorization Process includes: Any employee, student, volunteer, or contracted driver authorized to drive a vehicle of 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 standard for operations 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 either driving or traveling on University Business

“University Business” Defined

- University Business is defined as 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

- In order to be eligible to drive on behalf of the University, you must have the following:
 - The applicant must possess a valid driver’s license issued by California or another state or US territory.
 - The applicant must be at least 18 years of age.

- The applicant must have at least one (1) year of driving experience, either in the US or internationally.
- The applicant must be a University employee, student, contracted employee, or authorized volunteer.
- The applicant's traffic violations and accidents may not exceed the following:
 - i. No major violations in the last 3 years. Major violations include, but is not limited to; DUI, vehicular homicide, reckless driving, drugs, and leaving the scene.
 - ii. Maximum of 2 moving violations in the last 3 years with no at-fault accidents.
 - iii. Maximum of 2 at-fault accidents in the last 3 years with no moving violations.
 - iv. Drivers must complete online driver safety training and submit a certificate of completion.

Steps to Become an Authorized Driver

- The following must be completed for approval of driver authorization:
 - Complete the [University Driver Information Form](#), the form is used to document the applicant's relationship to the University and the reason for driving the vehicle on University Business
 - Complete the [DMV Authorization for Release of Driver Record Information](#). This form grants the University permission to obtain a copy of the individual's Motor Vehicle Record. The DMV requires up to 10 business days for processing requests. An individual with an out-of-state driver's license must submit a scanned copy of their license so that Risk Management may request an MVR from the state issuing the license. Requests for an out-of-state MVR require approximately four (4) weeks processing time. If the driver needs to be cleared prior to the required DMV processing time, the individual may obtain a copy of their MVR by visiting a local DMV office or the DMV website online through [Driver Record Request CA](#). Please be aware that for some states such as Hawaii, the DMV only allows for notarized mail requests or in person requests for the MVR which would prevent an expedited "out of state" approval.
 - Complete the [Driver Safety Training Program](#). Upon completion, you must download the certificate of completion and send the certificate to usftravel@usfca.edu for proof of completion.

- Complete the [Key FOB Agreement Form](#), only if you will be driving a University Vehicle.
- Complete a Background Check if you are a volunteer. The background check must be done through the prospective driver's department and HR.
- After completion of each of these documents, send the completed forms and proof of Driver Safety Training electronically to usftravel@usfca.edu

Driver ID Program and Key FOBS

- The University is committed to providing a safe environment for its employees, students, volunteers, and visitors while driving on University business. 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.
- 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. The unique ID on the FOB assigns the GPS information to the driver for the given time that they are driving a vehicle.

Key FOB Tutorial

- If you are driving a University Vehicle that has Driver ID, follow these steps to begin driving a vehicle.
- First, before you get in the vehicle, make sure that you have your key FOB on hand.
- Second, find the beeper that will require your FOB, which should be on the left side of the steering wheel, shown in the photo.
- Third, 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
- Once this has been done correctly, the beeping will end and you are able to drive.

Additional Information

- For any additional information relating to the Driver Authorization Process, please see the [Driver Authorization Process webpage](#) for the list of steps to complete the authorization process or the [Vehicular Use Policy](#).
- If you have questions regarding the Driver Authorization Process, please contact:
 - usftravel@usfca.edu or

- Melissa Diaz, Director of Risk Management by phone: (415) 422-5899 or by email at mddiaz2@usfca.edu