

# POLICY ON RISK MANAGEMENT

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## BACKGROUND AND PURPOSE

The activities of the Associated Students, Incorporated (ASI) are susceptible to varying degrees of risk whether it occurs on- or off-campus. To ensure that risks arising out of these activities are anticipated, managed, and mitigated, ASI has established a risk management program. The program is designed to protect the safety of all staff, students, and visitors as well as preserve ASI’s physical property. The goal of the Policy on Risk Management is to aid in the identification and evaluation of risk, to facilitate the selection and application of the best risk management techniques, and to monitor the results.

## POLICY STATEMENT

It is the policy of the ASI to promote and facilitate a safe and secure learning environment while minimizing the risk of financial loss to the corporation, its officers, employees, representatives and volunteers, through the identification and analysis of risk, implementation of loss control programs, and reduction of risks by transfer of financial responsibility.

## DEFINITIONS

For purposes of this policy, the terms used are defined as follows:

Term	Definition
<b>Hazard</b>	The inherent characteristic of a material, condition, or activity that has the potential to cause harm to people, property, or the environment
<b>Risk</b>	Risk is the combination of the likelihood and the consequence of a specified hazard being realized. It is a measure of harm or loss associated with an activity.
<b>Likelihood</b>	Likelihood is expressed as either a frequency or a probability. Frequency is a measure of the rate at which events occur over time (e.g., events/year, incidents/year, deaths/year, etc.). Probability is a measure of the rate of a possible event expressed as a fraction of the total number of events (e.g., one-in-a-million, 1/1,000,000, or $10^{-3}$ ).
<b>Consequence</b>	Consequence is the direct effect of an event, incident, or accident. It is expressed as a health effect (e.g., death, injury, exposure), property loss, environmental effect, or damage sustained.
<b>Risk Analysis</b>	The study of risk in order to understand and quantify risk so it can be managed
<b>Risk Management</b>	The systematic application of policies, practices, and resources to the assessment and control of risk affecting human health and safety and the environment

## STANDARDS AND PROCEDURES

### 1.0 ROLES AND RESPONSIBILITIES

The implementation of the Policy on Risk Management Policy is a responsibility shared by all ASI management and staff. It is the responsibility of management to ensure that all ASI employees are aware of the Risk Management Policy and remain committed to its implementation. Individuals charged with implementing and maintaining the program by providing advice, information, and coordination include the Executive Director and executive leadership.

in dealings with contractors, where management staff shall ensure that contractors provide a signed contract which includes a hold harmless agreement as well a certificate of insurance, and policy endorsements, in compliance with ASI insurance requirements.

### 1.1 EXECUTIVE DIRECTOR AND EXECUTIVE LEADERSHIP

It is the responsibility of the executive director to implement, maintain, and evaluate risk management practices, ensure representation to the CSU Risk Management Authority and the Chancellor's Office, and apply appropriate contract language where applicable. This includes insurance provisions

Executive leadership shall provide necessary oversight to ensure that all independent subcontractors performing services on any ASI premise provide to the ASI certificates of insurance with liability and workers compensation limits equal to or greater than those maintained by the ASI. ASI shall be named as an additional insured on all subcontractor policies.

When the above is not feasible due to the nature of the work to be performed and the resources of the subcontractor, executive leadership shall at the minimum obtain hold harmless agreements from subcontractors indemnifying against all losses for the work performed. This alternative shall be accepted at the discretion of the Executive Director or their designee.

Executive leadership shall develop and implement injury and illness prevention programs in compliance with various regulatory requirements. The Human Resources Department shall be responsible for the development and implementation of human resource policies and procedures as they pertain to equitable hiring and workers' compensation management practices, , employee-related benefits programs such as Unemployment Insurance, Disability Leave, and Family Medical Leave, the handling of claims that allege employment inequity such as Equal Employment Opportunity Commission claims as well as providing training in these topics. They are likewise responsible for informing and advising the Executive Director of any significant potential risk exposures related to human resources services.

Executive leadership shall be responsible for ensuring that all sublessors within the purview of ASI facilities, including but not limited to the University Student Union, Student Recreation and Wellness Center, Isabel Patterson Child Development Center, and Grow Beach Garden, provide the ASI with certificates of insurance with limits of liability equal to or greater than those maintained by the ASI. The ASI shall be named as an additional insured on all such policies.

They shall establish standards and conduct programs that address public safety, such as fire prevention, emergency preparedness, traffic control, and building security. They shall confer with campus representatives to formulate policies, determine need for building safety programs, and ensure cooperation and coordination of building activities with public safety agencies.

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#### 1.4 MANAGERS AND SUPERVISORS

Managers and supervisors shall be responsible for complying with the ASI risk management policy and programs as well as identifying and managing risks for their program activities. To minimize risks from student and employee activities, managers must be able to identify problems and implement practices and procedures to eliminate or reduce the exposure. Managers, supervisors, and advisors must seek assistance from the Executive Director or a member of the executive leadership team. Managers and supervisors are responsible for the following:

- Further the implementation and monitoring of risk management and safety programs at their respective organizational area
- Utilize departments with the responsibilities listed above for all risk management and contract needs
- Instruct employees on performing tasks in a safe manner including job orientation
- Educate new supervisors on the basics of employee supervision techniques, hazard recognition, employee motivators such as incentives or disciplinary procedures, human resource issues and workers' compensation
- Integrate safety into standard operating procedures
- Establish measurable safety goals in job performance
- Provide guidance to employees on risk management practices unique to their respective areas
- Ensure Managers and Supervisors are also receiving appropriate training

#### 2.0 RISK MANAGEMENT ELEMENTS

ASI shall manage risk through a process of anticipation/identification, evaluation, and control. This process is designed to allow ASI to carry out its mission with the lowest practicable risk exposure. The aforementioned risk management administrators shall meet as needed to review potential risk situations and recommend appropriate action.

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## 2.1 ANTICIPATION AND IDENTIFICATION

The following methods shall be used to anticipate and identify risks related to the campus environment and ASI activities:

- Review and assess Workers' Compensation claims and Employer's Report of Occupational Injury or Illness documents
- Schedule and conduct safety inspections
- Investigate accidents and near misses
- Assess campus public safety issues and crime statistics
- Review allegations of inappropriate treatment of students, staff, and visitors
- Investigate and assess reported safety hazards
- Review and evaluate student activities, especially field trips, community service projects, high hazard experiments, and sanctioned activities, etc.
- Evaluate ASI contracts for construction, materials, and services, etc.

All ASI employees are obligated to report to their supervisor any situation that they think poses an occupational safety hazard and/or puts the ASI at risk of loss.

The types of risk that employees should be alert to include:

- Situations that could lead to death, injury, or inappropriate treatment of employees, students, and guests
- Physical damage to ASI property
- Loss of revenues due to property damage
- Liability claims against ASI due to damage to non-ASI property, and
- Losses resulting from fraudulent or criminal acts

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## 2.2 EVALUATION

Identified risks that pose a potentially precedent-setting, broad, or major impact to ASI shall be evaluated by the Executive Director, in conjunction with executive leadership and other units as appropriate, based on the following criteria:

- Severity - the amount of human harm or property loss that can occur
- Frequency of Exposure - how often the event or activity takes place
- Predictability - the ability to anticipate losses associated with specific activities or conditions
- Probability - the actuarial chance of a loss

In order to select the most practicable method of reducing exposure, the Executive Director shall further evaluate risks, taking into consideration cost implications and realized benefits associated with the activity.

Identified risks which pose a narrow and/or case-specific impact will be evaluated by the applicable administrative unit for the determination of appropriate control or mitigation measures.

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### 2.3 CONTROL

Based on the above criteria and assessment, the Executive Director shall determine what method of control provides the most effective means of risk reduction without compromising the mission of the ASI. The general types of suitable control techniques used shall include:

- Avoidance
- Loss Prevention and Reduction
- Risk Transfer

The responsibility and cost of enforcing the control measure(s) shall be that of the department that controls or generates the activity presenting the risk exposure, subject to the concurrence of the Director.

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### 2.4 PROGRAM MONITORING

The Executive Director shall continually review and monitor activities of the ASI to ensure that the goals of the risk management program are achieved. An annual review of occupational injury and illness summary reports, property/personal injury claims reports, and reported 'near miss' incidents shall be prepared appropriate executive leadership team members under the direction of the Executive Director as a basis for evaluating the overall effectiveness of the risk management program. This evaluation process is intended to ensure that the risk management program remains effective and reduces ASI's exposure to foreseeable risks and associated losses.

### 3.0 PURCHASE OF INSURANCE

Transfer of risk through the purchase of insurance shall be done if:

- Required by law
- The cost of insurance is judged to be preferable to leaving the risk uninsured
- Required by contractual agreement
- Special services such as legal defense, claims handling, adjusters, engineering or loss control services, offered as part of the insurance contract, are of sufficient benefit to ASI to offset the cost Insurance will not be purchased if state or federal law prohibits the purchase of insurance.

Self-insuring risks shall be considered if the amount of potential loss would not significantly affect the financial position of ASI.

Negotiations for insurance shall be initiated by invitation to qualified companies rather than by open bidding, but a competitive process among the invited companies shall be mandated. Pertinent ASI policies regarding competitive bidding and awarding of contracts will be followed.

The Executive Director shall be responsible for the negotiation and procurement of the following insurance coverage:

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### 3.1 BUSINESS PROPERTY INSURANCE

Policy shall cover the contents that include but are not limited to the University Student Union, Student Recreation and Wellness Center (SRWC), Isabel Patterson Child Development Center (IPCDC), and Grow Beach Garden. Limits shall be sufficient to provide for the replacement costs of property lost, damaged, or stolen.

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### 3.2 COMPREHENSIVE GENERAL LIABILITY INSURANCE

Policy shall cover bodily injury and property damage claims with a combined single limit of no less than \$1,000,000 and annual aggregate limit of no less than \$2,000,000. Separate endorsements shall be maintained for the IPCDC to provide coverage for sexual abuse and molestation liability in the amount of no less than \$1,000,000 per incident and \$2,000,000 annual total.

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### 3.3 AUTOMOBILE INSURANCE

Policy shall include bodily injury, property damage, collision, medical payment, and uninsured motorist coverage. Combined single limit for bodily injury and property damage shall be no less than \$1,000,000. Coverage shall extend to all ASI-owned vehicles. In addition, hired auto and non-owned auto coverage shall be provided to address claims arising from the use of non-owned vehicles for official corporate business.

### 3.4 PARTICIPANT ACCIDENT INSURANCE

Policy shall cover claims for medical expenses and accidental death and dismemberment arising from participation in Club Sports, Intramural Sports, Child Development Programs, and some ASI Beach Pride Programs.

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### 3.5 FIDELITY INSURANCE

Policy shall provide indemnity bonds for all officers and employees of the ASI who handle funds. Blanket bond limit shall be no less than \$150,000.

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### 3.6 WORKER'S COMPENSATION INSURANCE

Policy shall provide coverage for medical claims from ASI employees injured on the job.

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### 3.7 OTHER INSURANCE

The Executive Director shall direct the purchase of additional insurance policies as necessary.

### 4.0 INSURANCE CLAIMS

Any incident that may be covered by insurance must be reported to the Executive Director and Director of Administrative Services so the incident may be evaluated and reported to the appropriate insurance carrier. The Director of Administrative Services will then coordinate with the Executive Director and, if necessary, legal counsel on what actions to take concerning the report.

Legal counsel must be notified of all claims and consulted for guidance if the claim involves bodily injury, personal injury, and/or losses that may significantly affect the financial position of the ASI or any of its departments.

**PURPOSE:**

The purpose of this Policy is to ensure the safety of those individuals who drive Associated Student Inc. (ASI) company vehicles.

**POLICY:**

ASI shall institute and enforce the employee driver eligibility standards as set forth in this policy and procedure. Employees failing to meet these driving eligibility standards will be excluded from the Driver Eligibility program. Company vehicles are to be driven by authorized employees only, except in emergencies, or in case of repair testing by a mechanic.

**DRIVING ELIGIBILITY STANDARDS:**

1. Employees must be 18 years or older and possess a valid California driver's license to legally operate the class of vehicle(s) they operate in their employment.
2. Employees driving on ASI business will have no more than 3 (three) VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) VIOLATION POINTS in an 18 (eighteen) month period. Employees accumulating 4 VIOLATION POINTS within a 12 (twelve) month period or six VIOLATION POINTS within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the self-insured risk pool layer of the AORMA LIABILITY COVERAGE PROGRAM, but not the Reinsurance and/or Excess Liability Insurance. These provisions apply regardless of whether or not the driving that resulted in acquiring the VIOLATION POINTS was or was not in the course of employment.

Anyone with the following violations within the last three years on their motor vehicle record will become ineligible to drive a ASI vehicle:

- Driving under the influence
- Negligent homicide
- Operating with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner's consent
- Permitting an unlicensed driver to drive
- Reckless and/or careless and/or negligent driving
- Hit and Run or leaving the scene of an accident with injury or death resulting, or property damage in excess of \$1,000
- Exceeding the maximum amount of violation points within any 12-18 month period

In addition, individuals who have been cited for unsafe driving on campus, or who are in violation of ASI driver safety policies, will be ineligible to drive company vehicles, or personal vehicles for business purposes. When driving privileges are revoked, the employee may be required to take the driver safety training again.

Drivers with violations will be reported to the PROGRAM ADMINISTRATOR within 15 calendar days of DMV notification.

**PROCEDURE:** The following steps should be taken to enforce the policy:

1. ASI will enroll all identified potential DRIVERS in the Department of Motor Vehicles (DMV) Employer Pull Notice program. DRIVERS is defined to be an employee whose job requires that they drive or is driving-related. ASI shall annually confirm compliance with this requirement.
2. Upon DMV clearance, identified employees will be required to participate in driver safety training. The material discussed provides an overview of driver safety practices and reviews the basic level of understanding needed for operating company vehicles. Upon completion, employees will receive certificates of completion and a copy will be maintained in Human Resources. Human Resources will then contact the employee's manager, to notify of completion. Driver's Safety Training will be required for all company vehicle users and those using personal vehicles for company business. This training will be monitored by the employee's manager and the office of Human Resources and will conform to CSU policy. The Authorized Driver Certification is valid for two years. The Driver's Safety Training will need to be renewed by all authorized drivers after certification expires.
3. All drivers will be informed of the DRIVING ELIGIBILITY STANDARDS.
4. Use of Personal Vehicles on ASI Business - If an employee uses a personal vehicle in the course and scope of ASI BUSINESS, ASI shall verify that the employee maintains personal automobile liability insurance and that the employee's personal vehicle is in safe mechanical condition. ASI employees who require the use of their personal vehicles for company business, must also comply with California State Law, by having the minimum liability insurance as required by the State of California.
  - Minimum liability insurance requirements for private passenger vehicles (California Insurance Code §11580.1b)
  - \$15,000 for injury/death to one person
  - \$30,000 for injury/death to more than one person
  - \$5,000 for damage to property

**DEFINITIONS:**



**ASI BUSINESS** – Performance by an employee, with the permission of the employer for those duties required by the employer for employment. This does not include employee travel to or from the place of employment.

**EMPLOYER PULL NOTICE PROGRAM** – A program administered by the DMV which alerts an employer anytime an employee registered in the Program has any negativity of his or her driving record.

**DRIVER** – An ASI employee who drives (1) once a week or less, (2) a golf cart on campus, regardless of how often or (3) job requires that they drive more than once a week or whose primary duty is driving-related.

**COMPANY VEHICLE** - Any vehicle that is owned and/or operated by ASI. Company vehicles may include electric carts, cargo/passenger vans, flatbed truck, forklift, and rental vehicles.

**PERSONAL VEHICLE** - Any vehicle that is owned and/or operated by an individual, for personal use. Employees using personal vehicles for company business must comply with the training requirements to operate company vehicles.

**VIOLATION POINT** – As defined by the Department of Motor Vehicles' Vehicle Code Violations at <http://www.dmv.ca.gov/dl/vioptct.htm>.

**APPENDICES:**

1. NOTICE: CSULB Campus Traffic Directory and Map
2. FORM: Authorized Driver Request Form
3. FORM: DMV Authorization Form
4. FORM: Driver Safety and Vehicle Use Acknowledgment Form
5. FORM: Authorization to Use Privately Owned Vehicle Form
6. FORM: Authorized Driver Removal/Revocation Form
7. FORM: Authorized Driver Reinstatement Form

## CAMPUS BUILDING DIRECTORY AND TRAFFIC MAP

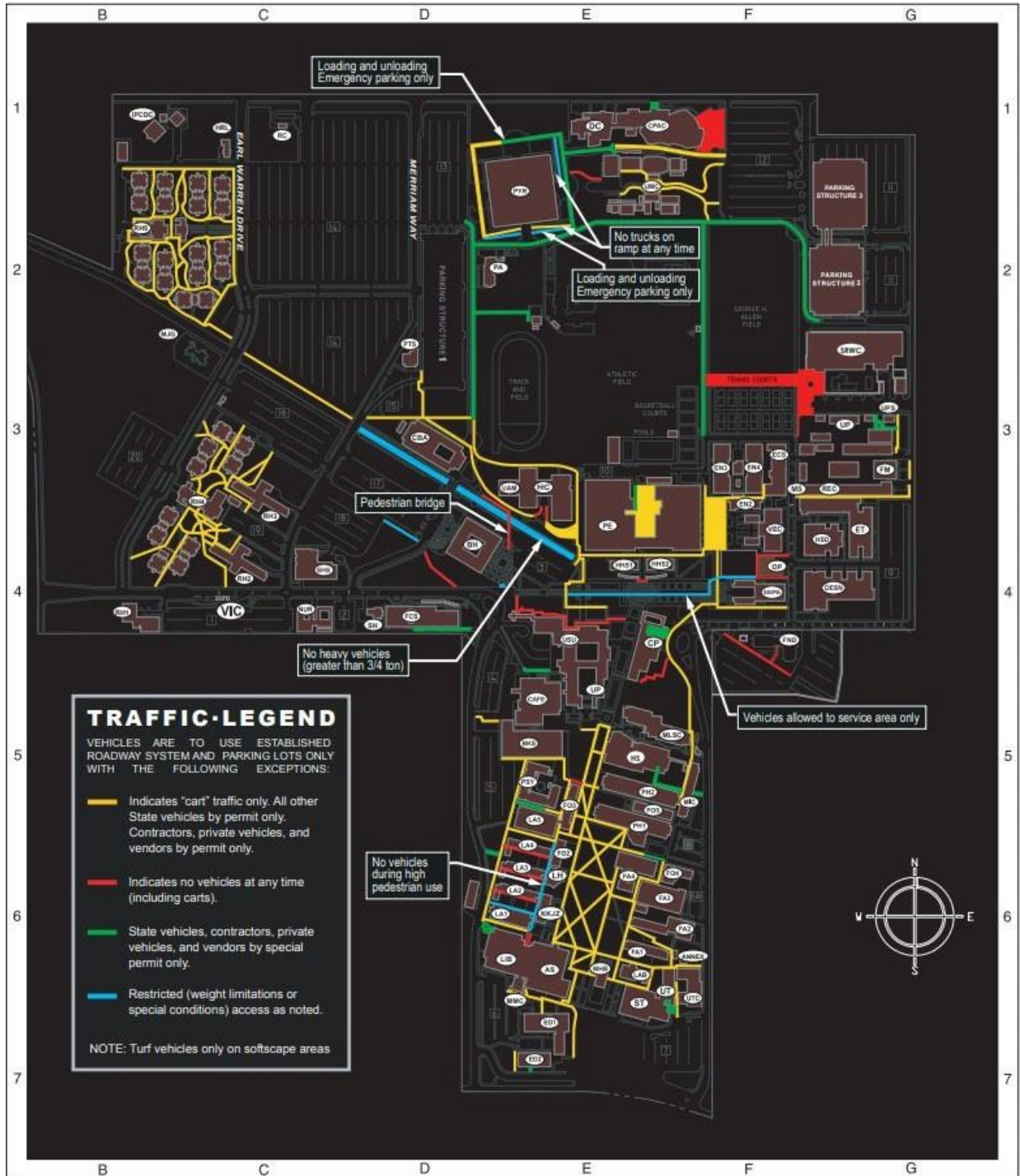


# CALIFORNIA STATE UNIVERSITY LONG BEACH

AS	ACADEMIC SERVICES	F8	IH	INTERNATIONAL HOUSE	A5
ANNEX	ART ANNEX	G8	JG	JAPANESE GARDEN	B3
BAC	BARRETT ATHLETIC ADMINISTRATION BUILDING	E2	KIN	KINESIOLOGY	F4
BKS	BOOKSTORE	E7	LAB	LANGUAGE ARTS	G8
BH	BROTMAN HALL	E5	LH	LECTURE HALL 150-151	E8
COB	COLLEGE OF BUSINESS	D4	LA1	LIBERAL ARTS 1	E8
CAFÉ	CAFETERIA	E6	LA2	LIBERAL ARTS 2	E8
CDC	CHILD DEVELOPMENT CENTER	B1	LA3	LIBERAL ARTS 3	E8
CLA	COLLEGE OF LIBERAL ARTS ADMINISTRATION	F8	LA4	LIBERAL ARTS 4	E7
CPIE	COLLEGE OF PROFESSIONAL AND INTERNATIONAL EDUCATION	G5	LA5	LIBERAL ARTS 5	E7
CPAC	CARPENTER PERFORMING ARTS CENTER	G1	LIB	LIBRARY	E8
CP	CENTRAL PLANT	F6	LAH	LOS ALAMITOS HALL	C4
CORP	CORPORATION YARD	H4	LCH	LOS CERRITOS HALL	B5
DC	DANCE CENTER	F1	MHB	MCINTOSH HUMANITIES BLDG	F8
DESN	DESIGN	H5	MIC	MICROBIOLOGY	G7
ED2	EDUCATION 2	F9	MLSC	MOLECULAR & LIFE SCIENCES CENTER	G6
EED	BOB AND BARBARA ELLIS EDUCATION BUILDING	F9	MMC	MULTIMEDIA CENTER	E9
EN2	ENGINEERING 2	G4	NUR	NURSING	C5
EN3	ENGINEERING 3	G4	OP	OUTPOST	G5
EN4	ENGINEERING 4	G4	PTS	PARKING & TRANSPORTATION SERVICES	D3
ECS	ENGINEERING AND COMPUTER SCIENCE	H4		PYRAMID PARKING STRUCTURE	D2
ET	ENGINEERING TECHNOLOGY	H4		PALO VERDE SOUTH PARKING STRUCTURE	H2
FM	FACILITIES MANAGEMENT	H4		PALO VERDE NORTH PARKING STRUCTURE	H1
FO2	FACULTY OFFICE 2	F7	PSC	PARKSIDE COLLEGE	B2
FO3	FACULTY OFFICE 3	F7	PH1	PETERSON HALL 1	F7
FO4	FACULTY OFFICE 4	G7	PSY	PSYCHOLOGY	E7
FO5	FACULTY OFFICE 5	G7	PYR	PYRAMID	E1
FCS	FAMILY AND CONSUMER SCIENCES	D5	RC	RECYCLING CENTER	C1
FA1	FINE ARTS 1	F8	REPR	REPROGRAPHICS	H3
FA2	FINE ARTS 2	G8	SSPA	SOCIAL SCIENCE/PUBLIC AFFAIRS	H5
FA3	FINE ARTS 3	G8	SOR	SOROPTIMIST HOUSE	D5
FA4	FINE ARTS 4	H6	SHS	STUDENT HEALTH SERVICES	C5
FND	FOUNDATION	G6	SRWC	STUDENT RECREATION & WELLNESS CENTER	H3
HSCI	HALL OF SCIENCE	F7	SSC	STUDENT SUCCESS CENTER	F7
HHS1	HEALTH & HUMAN SERVICES 1	F5	SSCH	SOCCER & SOFTBALL CLUBHOUSE	G2
HHS2	HEALTH & HUMAN SERVICES 2	F5	TA	THEATRE ARTS	F9
HSC	HILLSIDE COLLEGE	B4	UMC	UNIVERSITY MUSIC CENTER	F2
HC	HORN CENTER	F4	UP	UNIVERSITY POLICE BLDG	H3
HRL	HOUSING & RESIDENTIAL LIFE OFFICE	B1	USU	UNIVERSITY STUDENT UNION	F6
HSD	HUMAN SERVICES & DESIGN	H5	UTC	UNIVERSITY TELECOMMUNICATIONS CENTER	G9
			UT	UNIVERSITY THEATRE	G9
			VIC	VISITOR INFORMATION CENTER	B5
			VEC	VIVIAN ENGINEERING CENTER	H4

REV. 12.04.18

# CAMPUS TRAFFIC MAP



## AUTHORIZED DRIVER REQUEST FORM

### Manager Instructions

This is a formal notification to Human Resources to begin the necessary steps to authorize a new driver for Associated Students Inc. (ASI). Please complete this request for any employee who will be required to drive a vehicle on behalf of ASI. This includes any employee who will need authorization to drive a company vehicle (i.e., carts, vans, truck, forklifts, etc.) or their personal vehicle while on official company business.

The following must be attached: 1. DMV Authorization form, 2. Safety and Vehicle Use Acknowledgment form, and 3. Copy of Driver License.

Additional items needed for Personal Vehicle Access: 1. Authorization to Use Privately Owned Vehicle Form and 2. Copy of private vehicle insurance.

### Section 1: New Authorized Driver Information

Human Resources will follow up with new driver to complete the required training. When process is complete, the manager and employee will receive a formal notice that the employee is cleared and authorized to drive on behalf of ASI.

<b>Employee Name:</b>	<b>Driver Access To:</b>  <input type="checkbox"/> Cart <input type="checkbox"/> Van <input type="checkbox"/> Truck <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> MEWP <input type="checkbox"/> Company Forklift
<b>Department Name and #:</b>	
<b>Position/Title:</b>	
<b>Reason Driver Access is Needed:</b>	

### Section 2: Manager Authorization

- Employee was given Driver Safety and Vehicle Use Packet
- All necessary forms are attached to this request

Manager Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### For Human Resources Only

#### Forms

- DMV Authorization
- Safety and Vehicle Use Acknowledgment
- Copy of Driver License

#### Personal Vehicle Access Only:

- Authorization to Use Privately Owned Vehicle
- Copy of private vehicle insurance

#### DMV Authorization

#### Online Training Completed

#### Authorized to Drive

_____ Entered DMV	_____ Carts	_____ Personal Vehicle	
_____ Date	_____ HR	_____ Initials	_____
MVR Received	Van	Forklift	_____ Recert
	_____ Recert Date	_____ Date	_____ Truck MEWP

## DMV AUTHORIZATION FORM



### EMPLOYER PULL NOTICE PROGRAM

### AUTHORIZATION FOR RELEASE OF DRIVER RECORD INFORMATION

#### SECTION 1 — DRIVER INFORMATION

I, \_\_\_\_\_, California Driver License Number, \_\_\_\_\_,  
hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving  
record, to my employer, Associated Students Inc.  
COMPANY NAME

I understand that my employer may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report  
at least once every twelve (12) months or when any subsequent conviction, failure to appear, accident, driver's license  
suspension, revocation, or any other action is taken against my driving privilege during my employment.

I am not driving in a capacity that requires mandatory enrollment in the EPN program pursuant to *California Vehicle Code*  
(CVC) §1808.1(k). I understand that enrollment in the EPN program is in an effort to promote driver safety, and that my driver  
license report will be released to my employer to determine my eligibility as a licensed driver for my employment.

EXECUTED AT: CITY COUNTY STATE

DATE SIGNATURE OF EMPLOYEE  
**X**

#### SECTION 2 — AUTHORIZED REPRESENTATIVE CERTIFICATION

I, \_\_\_\_\_, of Associated Students Inc.  
AUTHORIZED REPRESENTATIVE COMPANY NAME

do hereby certify under penalty of perjury under the laws in the State of California, that I am an authorized representative  
of this company, that the information entered on this document is true and correct, to the best of my knowledge and that I  
am requesting driver record information on the above individual to verify the information as provided by said individual. This  
record is to be used by this employer in the normal course of business and as a legitimate business need to verify information  
relating to a driving position not mandated pursuant to CVC §1808.1. The information received will not be used for any unlawful  
purpose. I understand that if I have provided false information, I may be subject to prosecution for perjury (*Penal Code* §118)  
and false representation (CVC §1808.45). These are punishable by a fine not exceeding five thousand dollars (\$5,000) or  
by imprisonment in the county jail not exceeding one year, or both fine and imprisonment. I understand and acknowledge  
that any failure to maintain confidentiality is both civilly and criminally punishable pursuant to CVC §§1808.45 and 1808.46.

EXECUTED AT: CITY COUNTY STATE

Long Beach Los Angeles CA

DATE SIGNATURE AND TITLE OF AUTHORIZED REPRESENTATIVE  
**X**

To obtain a driver record on a prospective employee you may submit an INF 1119 form. To add this driver to the EPN Program  
you must submit the applicable forms: INF 1100, INF 1102, INF 1103, INF 1103A form. You may obtain forms at our website  
at [dmv.ca.gov/otherservices](http://dmv.ca.gov/otherservices), or by calling 916-657-6346.

**PLEASE RETAIN AT THE EMPLOYER'S PRINCIPAL PLACE OF BUSINESS AND  
MAKE AVAILABLE UPON REQUEST TO DMV STAFF.**

**DO NOT RETURN THIS FORM TO DMV.**

## DRIVER SAFETY AND VEHICLE USE ACKNOWLEDGEMENT

### I. Driving Risks and Responsibilities

Driving safely on and around campus is essential. With the increased congestion in both vehicular and pedestrian traffic, safety and caution is critical. Your ability to drive on campus should be treated with respect and as a privilege, please don't do anything that might jeopardize this for yourself. When driving on campus, whether in a vehicle or cart, please follow these guidelines as well as the established access and routes:

- Avoid driving on inner campus during class breaks (ten minutes to the hour). Only access campus interiors for specific service-related needs, i.e., unloading or emergency response.
- Never exceed posted speed limits, or the speed appropriate for the conditions, and use discretion when a slower speed may be more appropriate due to congestion.
- Use caution at pedestrian crossing, i.e., intersections, crosswalks, and other marked or unmarked areas where frequent crossing occurs: **REMEMBER, the pedestrian always has the right of way.**
- Drive defensively, watching for people who may be talking on their phones, or eating, while crossing intersections.
- Always park vehicle as not to block traffic, crosswalks, disabled access, building entrances, fire hydrants, and walkways.
- Vehicles access in the areas prohibited, as specified on the established access and routes map, shall be adhered to. Always use ramps to access and drive on approved sidewalks.
- All vehicular traffic is prohibited on the elevated pedestrian walkway located between the Student Services/Administration building and the North Campus Library.
- All vehicular traffic is prohibited on all brick surfaces, as specified on the established access and routes maps.
- Driving on lawns and landscaped areas is prohibited. Alternate routes are to be used to eliminate unnecessary ruts in landscaped areas and repairs to underground utility systems. Cutting corners through landscaped areas will be considered damaging University property. Drivers will be held accountable.
- When attending any on-campus event (Staff Day, on-campus seminars, etc.), use designated parking spaces. This includes all vehicles and carts.

### II. Driver and Passenger Safety Requirements

1. Driver must be always at least 18 years old and in possession of a valid California driver's license when operating a vehicle as an ASI employee.
2. Driver shall observe all rules and regulations for safe driving as defined by the State of California Motor Vehicles Department.
3. Drinking, possession of intoxicating liquor, illegal drugs in vehicles, or driving while under the influence of alcohol or drugs is prohibited.
4. Avoid use of a phone, eating while driving, or any other act that may be considered a distraction while driving.
5. Avoid conditions that lead to loss of vehicle control (i.e., driving while sleepy or inattentive, or driving too fast for road conditions).
6. Drivers must adhere to all California DMV laws.
7. In an event of an accident: all incidents must be reported on an accident report and must be submitted to your manager, the Human Resources office, and if necessary, local police.

Violation of any of these requirements may be cause for citation by campus police and/or disciplinary action up to and including termination of employment.

Employee Name:

Department:

Employee Signature: \_\_\_\_\_

Date:

Remove this page from packet for placement in employee's file and provide copy to employee.

**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES FOR COMPANY BUSINESS**

Approval is required to use privately owned vehicles to conduct official ASI business.

I hereby certify that, I am a minimum of 18 years of age, whenever I drive a privately owned vehicle on ASI business, I will have a valid driver’s license, and proof of liability insurance in my possession. I will follow ASI Driver Safety Policies, as well as all applicable laws, as required by the State of California.

Additionally, I will abide by the following:

- All motorists must carry evidence of current automobile liability insurance in their vehicle
- The vehicle shall always be covered by liability insurance for the minimum amount prescribed by State Law:
  - \$15,000 for personal injury to, or death of one person
  - \$30,000 for injury to, death of, two or more persons in one accident
  - \$5,000 property damage
- Vehicle will be equipped with safety belts in operating condition
- All persons in the vehicle will wear safety belts
- Vehicle will be adequate for the work to be performed
- To the best of my knowledge, in safe mechanical condition as required by law

I understand that the mileage rate I claim is full reimbursement for the cost of operating the privately owned vehicle.

I further certify that while using a private owned vehicle on official ASI business, all accidents will be reported as soon as possible after the accident, not to exceed 24 hours, to my immediate supervisor and the Human Resources Department. I understand that the insurance policy covering the privately owned vehicle will respond to the accident; ASI will NOT provide primary insurance coverage.

I understand that permission to drive a privately owned vehicle on company business is a privilege which may be suspended or revoked at any time.

Authorized Driver Information		
Employee Name:		
Driver’s License Number:	State:	Expiration Date:
Insurance Carrier & Policy Number:		Expiration Date:
Employee Signature: _____		Date:



<b>Authorized Driver Information</b>	
Director/Manager Signature: _____	Date: _____
HR Representative Signature: _____	Date: _____

**AUTHORIZED DRIVER REMOVAL/REVOCATION FORM**

**Removing an Authorized Driver Due to Changes in Job Duties**

If an employee is no longer required to drive as a part of their job duties, driving privileges may be removed at the request of a manager or director.

**Revoking an Authorized Driver Due to Changes in DMV Records**

Driving privileges may be revoked or suspended when there are changes to an employee’s driving record as provided by the California Department of Motor Vehicles.

Individuals who have been cited for unsafe driving on campus, or who are in violation of ASI driver safety policies, will be ineligible to drive company or personal vehicles for company business. Disciplinary action may also be taken.

Revocation of driving privileges may result from:

- Driving under the influence • Negligent Homicide • Operating with an expired or suspended license
- Using a motor vehicle in the commission of a felony • Aggravated assault with a motor vehicle
- Operating a motor vehicle without the owner’s consent • Permitting an unlicensed driver to operate a vehicle • Reckless and/or careless and/or negligent driving • Hit and Run or leaving the scene of an accident with injury or death or resulting in property damage in excess of \$1,000 • Exceeding the maximum amount of driver violation points within any 12-18 month period.

**Removal/Revocation of Authorized Driver**

<b>Employee Name:</b>	<b>Driver Access To:</b> <input type="checkbox"/> Cart <input type="checkbox"/> Van <input type="checkbox"/> Truck <input type="checkbox"/> Personal Vehicle <input type="checkbox"/> MEWP <input type="checkbox"/> Company Forklift
<b>Department Name and #:</b>	
<b>Position/Title:</b>	
<b>Reason Driver Access is No Longer Required/Eligible:</b>	
<input type="checkbox"/> Change in Job Duties <input type="checkbox"/> Change in DMV Records	
<b>Please specify:</b>	

<b>Employee Statement of Acknowledgment</b>	
I understand that effective <a href="#">Click or tap here to enter text.</a> , I am no longer authorized to drive a ASI company vehicle or my own personal vehicle for company business.	
<b>Employee Signature:</b> _____ text.	<b>Date:</b> enter
<b>Director/Manager Signature:</b> _____ text.	<b>Date:</b> enter
<b>HR Representative Signature:</b> _____	<b>Date:</b> _____

**AUTHORIZED DRIVER REINSTATEMENT FORM**

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Department #: \_\_\_\_\_

RE: \_\_\_\_\_

After the review of the information on file, including any evidence or documentation you may have presented, effective \_\_\_\_\_, ASI is reinstating your privilege to drive the following:

- Company Carts
- Company Van
- Personal Vehicle
- Company Forklift

As a contingency of reinstatement, you are required to complete the following:

- Cart Training
- Van Training
- Defensive Driving
- Forklift Training
- No Training Required

By signing below, you acknowledge that you have received notice of your reinstatement and that all former agreements and contracts pertaining to your driving privileges and in effect prior to the suspension of privileges are hereby placed back in effect. Any further violation of these policies will result in another suspension of driving privileges, and any employment contingent on driving requirements may be subject to termination.

Employee Signature: \_\_\_\_\_ Date:

Director/Manager Signature: \_\_\_\_\_ Date:

HR Representative Signature: \_\_\_\_\_ Date:  
\_\_\_\_\_

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## FORMS

There are no forms associated with the execution of this policy.