

CALIFORNIA STATE UNIVERSITY, FRESNO FOUNDATION

Effective May 1, 2008

Criteria for Driving On Foundation Business

Driver must be a Foundation employee who is:

Paid directly by the Foundation at full-time or part-time salaried status, or at part-time hourly status.

Driver may be a California State University, Fresno state employee who is:

Authorized by the Foundation to drive in order to conduct directly related business on an awarded Foundation sponsored program (grant or contract). The state employee is to have an authorized Released Reimbursed Time Contract or a Foundation Payroll Overload Agreement on file at the Foundation for conducting work specific to a Foundation sponsored program. Please note: State employees must be conducting state business in order to be covered by State insurance as provided by university/State guidelines.

Driver must possess valid California Drivers License

Non-occasional drivers must complete a CSU approved defensive driving course. Non-occasional drivers are employees who drive more than once a week in order to conduct Foundation sponsored program business or whose primary duty is driving-related. Refer to the Defensive Driving Course registration which includes the DMV Employee Pull Notice Program located on the website at: <http://www.csufresno.edu/ehs/>.

Drivers must have a good driving record:

No more than 3 DMV points within last four years
No failures to appear
No unpaid fines
No convictions within last four years for offenses that are assigned two (2) points by the DMV.

Use of privately owned vehicles to conduct official Foundation business is authorized, but damages incurred to the individual or to the automobile is the vehicle owner's responsibility.

Vehicles temporarily owned by a Foundation sponsored project and authorized to be the responsibility of the Foundation as outlined in a Foundation sponsored project shall only be used in the conduct of Foundation business specific to the awarding sponsored project:

This means only when driven in the performance of, or necessary to, or in the course of, the duties of the Foundation sponsored project associated with the vehicle.

Foundation employees misusing vehicles owned by a sponsored project are liable for the costs of misuse incurred by them or consented to by them.

Motor vehicle accidents:

Make no comment or statement regarding the accident to any one except police, other approved Foundation officials or employees, or an identified representative of the Foundation's contract adjuster, Alliant Insurance.

Report all communication within 48 hours after occurrence regarding vehicle accidents, claims, including summons or complaints, to the Foundation Staff Counsel (559) 278-0818 and Financial Services Office (559) 278-0850 at Mail stop #OF 123. Please ask for your Grant Accountant. The driver's immediate supervisor will be required to report acknowledgement of the accident to the Foundation.

Motor vehicle liability insurance:

Foundation Staff Counsel will respond to claims of bodily injury and/or property damage of third party individuals that occur during official Foundation business. Evaluation and payments of claims will be handled in conjunction with the Foundation's insurers.

Foundation employees renting a vehicle to conduct Foundation business are covered while conducting that business, by an insurance policy provided by the Foundation insurance agency as a provision of the Foundation contract with the insurance company. Prior to renting a vehicle employees should contact the Foundation to verify the appropriate vehicle rental agency that Foundation may have a negotiated contract accounts that include certain insurance coverage with their negotiated rates.

State employees who are not compensated directly by the Foundation (no payroll overload agreement on file at the Foundation) are not covered by the Foundation's insurance policy for damage to a rented vehicle. State employees not directly compensated by the Foundation must purchase the additional insurance from the vehicle rental agency in the name of the California State University, Fresno Foundation if the state employee is conducting Foundation business.

State employees can consult the university Environmental Health and Safety Department for questions regarding university insurance coverage while driving to conduct State business.

The Foundation's insurance does not provide for loss or damage to privately owned vehicles, CSU, or State vehicles used on Foundation business. It is designed to provide reimbursements to third parties only (when an accident is the fault of the Foundation driver conducting Foundation business) and not Foundation, State, or University employees or their vehicles.