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Date: December 7, 1995

To: Personnel Officers

From: Cathy Robinson
Senior Director
Human Resources Administration

Subject: Use of University and Private Vehicles Policies and Regulations Booklet

The CSU Use of University and Private Vehicles Policies and Regulations booklet has been revised and copies are enclosed for your campus. The modifications to the booklet were few and substantive changes are noted below:

- Language has been added to clarify that each campus is responsible for obtaining official driving records on its employees from the Department of Motor Vehicles at appropriate intervals.

- The policy has been expanded to permit police motorcycles as approved by campus presidents.

- Language has been changed to eliminate the requirement that the CSU approved defensive driving course be completed at least once every four years, and instead a person needs to satisfactorily complete the CSU approved defensive driving course and maintain an accident free good driving record.

- Language has been added to permit service dogs accompanying a passenger, in addition to seeing-eye dogs, to be transported in university vehicles.

- The State's contract adjuster has been changed from AXIA to Adjustco, Inc. Addresses and phone numbers for Adjustco, Inc. are listed in Appendix A.

- The procedure for reporting vehicle accidents has been expanded. Please see pages 8-10 of the booklet for detail.

Distribution:

Presidents
Vice Chancellor, Human Resources and Operations
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Business Officers
Public Safety Directors
CSU Risk Manager
• The section on motor vehicle liability insurance has been expanded. Please see page 12 of the booklet for detail.

• The policy has been modified for repairs at state facilities. The Department of General Services Inspector must be called in on any repair where parts costs exceed $350 rather than $250. If less than $350, approval from the Inspector is not required.

• For repairs at commercial facilities, prior approval of an inspector is required on any repair costing $350 or more, rather than $250 or more to a State-leased vehicle. If repairs cost $350 or more and they are made at an authorized dealer for the make of the vehicle or an independent shop approved by an Inspector of Automotive Equipment, only one estimate is needed. If repairs of $350 or more are to be made at any other commercial repair shop, three estimates must be obtained.

Please call Lisa Boyd in Human Resources at (310) 985-2672 if you have any questions regarding policies and regulations, and Charlene Minnick, CSU Risk Manager at (310) 985-2790 with questions regarding reporting of accidents.

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Enclosures