



REDY2GO



Getting Your Gas In Gear & Keeping It Wheel With Defensive Driver

April Dunham-Filson, MPA, CSHO

SAFETY & RISK MANAGEMENT
STANISLAUS STATE



Objectives

01

Registration to
Reimbursement

02

Small Vehicle Safety

03

Who's Driver is it,
Anyway?

04

Audit Process

05

Future
Enhancements

06

Q&A



📍 New Employee Orientation

📍 Registration

📍 Database

📍 DMV EPN

📍 Assign Training



"No, defensive driving does not mean you hit the other guy first!"

EMPLOYER PULL NOTICE PROGRAM

Government Employer Forms

- Change of Record Information
- Establishment or Addition of Offices
- Establishment of Out-of-State Licensed Drivers
- Request for Change
- Print License Supply

DMV EPN Form Fields:

- EMPLID
- Last Name *
- First Name
- E-mail
- Department
- Employee Type (Staff)
- Driver's License
- DD Status
- DD Course Exp
- SVS Status
- SVS Exp
- In Person SVS Completed
- DL Inquiry Only
- EPN Added Only
- DMV Cleared
- Comments

Driver Information Form Fields:

- California Driver License or "I" Number (For **Delta** Driver Change Network, New Driver License, and guest Driver)
- Driver Last Name (For Add Driver Only information will use provided for Delta Driver)
- Change Remarks (Yes/No)
- Remarks for your use (Additional information will be printed on your Driver's Pull Notice)
- Buttons: Add Driver, Cancel Driver, Change Driver
- Footer: [Add Driver Added], [Add Driver Number], [Add Driver Number]

Certification Form Fields:

- Certification checkbox: I certify (or declare) under penalty of perjury under the laws of the State of California that driver(s) listed above are (E) mandated for enrollment under California Vehicle Code 58002.5 OR (D) have signed an "Authorization for Release of Driver Record Information" form (DMV 9105) or internal document with similar language AND are currently in an employee/employee relationship AND frequently drive during the course of their employment.
- * First Name
- * Last Name
- * Title
- Buttons: Previous, Submit

Office 365 Forms

Defensive Driver Registration

Hi, April Dunham-Filson.

You received one new response from [redacted] [View](#) the results of your form.

Microsoft

FROM REGISTRATION TO RE



- 📍 **CSU Learn – Weekly Reports**
- 📍 **Database Updates**
- 📍 **Defensive Driver Log**
- 📍 **Monthly Reports**





Small Vehicle Process mirrors Defensive Driver with two exceptions:

- 🚦 Access email
- 🚦 In-person Exercise





Employees

Faculty, Staff & Student Assistants


Students

Actively Enrolled Warriors

Volunteers

Campus Community Volunteers



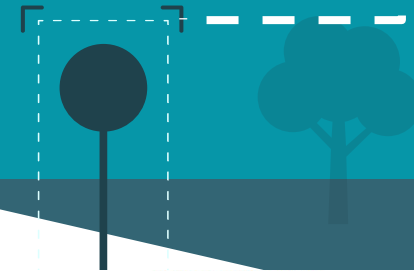
 When requesting personal car mileage, in addition to this travel request, make sure you have a STD261, Authorization to Use Privately Owned Vehicles form on file within your department and verify that you have completed Defensive Driver. Contact Safety & Risk Management with any related questions.



Weekly Report
Concur Watch



Audit Findings



Defensive Driver Watch										
	Last Submitted Date	Employee	Employee ID	Defensive Driving Expiration Date	Employee E-mail Address	Report Name	Submitted by a Delegate	Start Date	End Date	Expense Type
1										
2										
3	Apr 7, 2023			2026-02-16 00:00:00		22-23 Travel Blanket	N	Jul 1, 2022	Jun 30, 2023	Personal Car Mileage
4	Apr 7, 2023			2025-12-31 00:00:00		CASE District VII Conference	Y	Mar 19, 2023	Mar 22, 2023	Personal Car Mileage
5	Apr 7, 2023			2025-12-31 00:00:00		VIP for Advancement Northern CA	Y	Feb 17, 2023	Feb 17, 2023	Personal Car Mileage
6	Apr 7, 2023			2025-10-02 00:00:00		SPR 2023 MSW PT Student Mileage	N	Jan 10, 2023	May 5, 2023	Personal Car Mileage
7	Apr 7, 2023			2025-03-06 00:00:00		CCSC-Southwest 2023, M Thomas	Y	Mar 31, 2023	Apr 2, 2023	Personal Car Mileage
8	Apr 6, 2023			2027-02-27 00:00:00		2027-02-27 00:00:00		Jan 17, 2023	Jun 2, 2023	Personal Car Mileage
9	Apr 6, 2023			2026-08-24 00:00:00		Spring 2023 Supervision Travel	Y	Mar 10, 2023	Mar 10, 2023	Personal Car Mileage
10	Apr 6, 2023			2026-08-24 00:00:00		TR22-171sc East Bay day trip Mar	Y	Mar 10, 2023	Mar 10, 2023	Personal Car Mileage
11	Apr 6, 2023			2026-08-24 00:00:00		Travel Blanket	N	Oct 3, 2022	Jul 1, 2023	Personal Car Mileage
12	Apr 6, 2023			2026-08-06 00:00:00		Gas Reimbursement to Stockton	N	Mar 28, 2023	Mar 28, 2023	Personal Car Mileage
13	Apr 6, 2023			2026-08-06 00:00:00		SPR 2023 MSW PT Student Mileage	N	Jan 10, 2023	May 5, 2023	Personal Car Mileage
14	Apr 6, 2023			2025-11-03 00:00:00		San Diego/OC Recruitment (CSU)	N	Mar 12, 2023	Mar 18, 2023	Car Rental
15	Apr 6, 2023			2025-11-03 00:00:00		San Diego/OC Recruitment (CSU)	N	Mar 12, 2023	Mar 18, 2023	Fuel
16	Apr 6, 2023			2024-08-13 00:00:00		SPR 2023 MSW PT Student Mileage	N	Jan 10, 2023	May 5, 2023	Personal Car Mileage
17	Apr 6, 2023			2026-08-15 00:00:00		SPR 2023 MSW PT Student Mileage	N	Jan 10, 2023	May 5, 2023	Personal Car Mileage
18	Apr 6, 2023			2024-10-26 00:00:00		SPR 2023 MSW PT Student Mileage	N	Jan 10, 2023	May 5, 2023	Personal Car Mileage
19	Apr 6, 2023			2026-11-28 00:00:00		22-23 Travel Blanket	N	Jan 3, 2023	Jun 30, 2023	Personal Car Mileage
20	Apr 6, 2023			2026-09-29 00:00:00		Falling Disorder Facility Tour	N	Mar 29, 2023	Mar 29, 2023	Personal Car Mileage
21	Apr 6, 2023			2023-05-29 00:00:00		Spring 2023 Supervision Travel	N	Jan 17, 2023	Jun 2, 2023	Personal Car Mileage
22	Apr 6, 2023			2026-05-24 00:00:00		WAGS 65th annual meeting	Y	Mar 25, 2023	Mar 30, 2023	Car Rental

Future Enhancements

- ▣ STD 261
- ▣ Certificate of Completion
- ▣ Streamline Small Cart Process





Questions?



THANK YOU!

APRIL DUNHAM-FILSON, MPA, CSHO

adunhamfilson@csustan.edu

209.667.3689

www.csustan.edu/safety-risk-management/defensive-driver-program



ICONS

FRONT



DRVSAFE

KELLY JACQUAY