



Checklist to Operate a Vehicle

Operating Privately Owned Vehicle

Occasional Driver (Operates vehicle less than once a month or less than 12 times annually)

- Complete the Application for Vehicle Operation Authorization form
- Complete the Authorization to Operate Privately Owned Vehicle form on University Enterprises, Inc. Business form (Must be renewed annually)
- Complete and pass the online Defensive Drivers Training Course (Must be renewed ever four years or if employee is involved in an accident while on UEI business)
- Provide a copy of Driver's License
- Provide a copy of proof of vehicle insurance
- Review and sign Policy for Using Electronic Devices While Driving

Non-Occasional Driver (Operates vehicle more than once a week or primary job duty is driving related)

- Complete the Application for Vehicle Operation Authorization form
- Complete the Authorization to Operate Privately Owned Vehicle on University Enterprises, Inc. Business form (Must be renewed annually)
- Complete and pass the online Defensive Drivers Training Course (Must be renewed ever four years or if employee is involved in an accident while on UEI business)
- Complete the DMV Authorization for Release of Driver Record Information form (UEI will receive a driver record report once every twelve months or when any subsequent accident, driver's license suspension or any other action is taken against you driving privilege during your employment)
- Provide a copy of Driver's License
- Provide a copy of proof of vehicle insurance
- Review and sign Policy for Using Electronic Devices While Driving

Operating Golf Cart

- Complete the Application for Vehicle Operation Authorization form
- Complete the online Golf Cart training
- Review and acknowledge the Golf Cart Safety Procedures
- Provide a copy of Driver's License
- Review and sign Policy for Using Electronic Devices While Driving

Rental Car

When renting a vehicle, travelers are expected to utilize Enterprises Rent-A-Car with which UEI through the CSU Auxiliary Organization has a contract that include insurance coverage. Renting vehicles from a non-contracted vendor is prohibited, unless vehicles are unavailable from Enterprises Rent-A-Car.

- Complete the Application for Vehicle Operation Authorization form
- Complete the Authorization to Operate Privately Owned Vehicle form (Does not apply if renting a car through Enterprises Rental Car)

Operating UEI Vehicle

UEI vehicles are to be used when cost savings can be realized and to conduct UEI business. No UEI employee shall use, or permit the use of, any UEI vehicle other than to conduct UEI business.

- Complete the Application for Vehicle Operation Authorization form
- Provide a copy of Driver's License
- Review and sign Policy for Using Electronic Devices While Driving
- Contact Property Services for the use of a UEI vehicle

All forms and documents must be completed and submitted to UEI Human Resources. UEI Human Resources will email the employee instructions on how to access and complete the online trainings.