

Driving Authorization

You will need to gather the following things with you before starting:

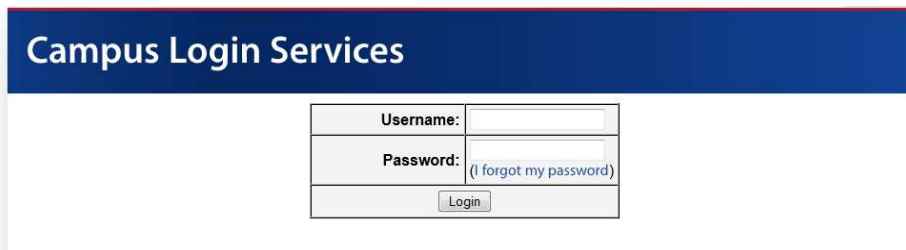
- Driver's license
- Personal car insurance info and license plate number(s) (*if you currently or plan to use personal vehicles for state business travel – applicable even for short trips across campus to attend meetings*)

Please make sure you have gathered all the materials listed above and allotted about 5 minutes to complete the Driving Authorization form. You will NOT be able to save the form while filling it out and will have to start from the beginning if it is closed before completion. The form will automatically save upon clicking the submission button at the end.

If you need further assistance with this form you can click on the “Need Help with this form? Click Here” button in the top right of the form to access further instructions.



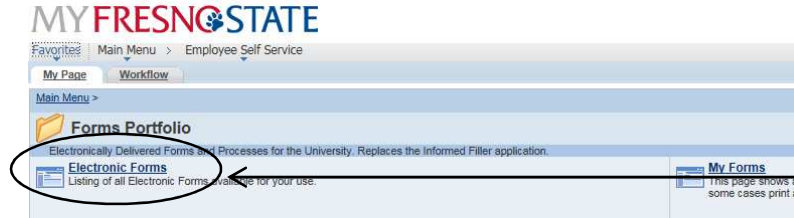
To access and begin the process to obtain or renew state driving authorization you will need to log into the My Fresno State portal.



Once you are signed in, you will find a link on the left panel of your screen that says Forms Portfolio.



Click on this link and then select the Electronic Forms option on the following screen.



This link will take you to a list of all the available online forms. Scroll to the section labeled University and find the Driving Authorization form. If you get a window stating “Pop ups are temporarily blocked...” click on “Allow Once”. This will load the Driving Authorization form that you need to fill out.

				Characteristics. It can only be used for employee expenses.
Human Resources				
<input checked="" type="checkbox"/>	★	Supervisor's Report of Work Injury/ Illness	Electronic Form	This form is to be completed when an employee reports a work-related injury/illness to the University. This form must be completed within 24 hours after an injury/illness is reported. If medical treatment is required, your urgent attention to this matter is requested. Thank you.
University				
<input checked="" type="checkbox"/>	★	Alcohol Use Application	Electronic Form	Application for Use of Alcoholic Beverages On Campus.
<input checked="" type="checkbox"/>	★	CGE Extension Course Proposal	PDF Form	Extension courses can be offered for academic credit and/or for non-credit. This form is used for single standalone courses not normally part of a certificate or degree program, including workshops & seminars.
<input checked="" type="checkbox"/>	★	CGE Intercession Course	PDF Form	Winter & May/June Intercession courses are offered between regular semesters (Fall & Spring). Faculty members who wish to teach an Intercession course are requested to contact their department chair to discuss department needs
<input checked="" type="checkbox"/>	★	CGE Special Session Course	PDF Form	Special Session programs are comprised of several courses or an entire degree and/or certificate program. Single, standalone courses, are not typically part of Special Session
<input checked="" type="checkbox"/>	★	CGE Summer Session Course	PDF Form	Summer Session (Summer Semester) courses occur during a nine-week period in June through August. Faculty members who wish to teach a Summer Session course are requested to contact their department chair to discuss department needs
<input checked="" type="checkbox"/>	★	Driving Authorization	Electronic Form	Authorization to drive on State Business
<input checked="" type="checkbox"/>	★	Shipping Forms	Formatted Report	The Shipping Service Request is used to print the shipping labels for FedEx, UPS, and OnTrac shipping services using ground, air or international methods.
<input checked="" type="checkbox"/>	★	Undergraduate Curriculum Proposal	Electronic Form	Form for requesting changes to Undergraduate Programs and Courses. Form is used to request new Programs and Courses, changes to existing Programs and Courses, and removal of existing courses. (See detail link for specific instructions on the Academics website.)

If you do not see the above link, click on the Customize Selection. Next click on Check All and then click Save.



There are 6 tabs that you will need to navigate through and fill out. You will need to fill out each tab completely before moving onto the next tab. If you need to go back to a previous tab for any reason while filling out this form you can use the tabs bar across the top of the form. As you progress through the form these tabs will become “activated”, you can go back to any tab you have previously been to by clicking on that tab but you can only go as far forward as you have previously been (i.e. if you are on tab 4 and jump back to tab 1, you will only be able to return to tabs 2-4, tabs 5 and 6 will not be activated yet).



The first tab is asking for contact information and some basic information about you and your supervisor. The first page will have some of your information Auto populated already; please confirm that the information is correct.

A screenshot of the "Contact Info" tab of the Driving Authorization Process form. The header is identical to the previous image. The main content area is titled "We need some information on how to contact you:". It contains several input fields: "Name" with the value "Brianna Putt", "Campus Email" with "CIS_bputt@csufresno.edu", "Campus Phone" (empty), "Department" with a dropdown menu showing "AC- University Support", and "Is your supervisor?" with a dropdown menu. A "Next" button is located at the bottom left of the form.

If the supervisor's name is incorrect or no supervisor is listed, you should select "No" from the drop down options. An additional field will appear below this question asking for your supervisor's name.

Driving Authorization Process

Contact Info | State Business | DMV | Personal Vehicle | Defensive Driving | Summary/Submit

We need some information on how to contact you:

Name
Brianna Puff

Campus Email
CIS_bpuff@csufresno.edu

Campus Phone

Department
AC- University Support

Is your supervisor? No

Who is your Supervisor?

Next

When you click in the new field you will get a pop up search box. You can search by your supervisor's name, email, or emplid. When you find your supervisor, select them by clicking in the round button on the left next to your name and then click on "Select Employee" in the bottom left corner.

Select User to Add to Signature List

Enter name, email or emplid and click Search button

Guinn Search

	Name	Emplid	Email
<input type="radio"/>	Kathryn Guinn	109156118	kguinn@csufresno.edu
<input checked="" type="radio"/>	Robert Guinn	101762501	rguinn@csufresno.edu
<input type="radio"/>	Brady McGuinness	101411345	bmcguinness@csufresno.edu

Select Employee Cancel

Please note:

The search function will only return the first 10 employees that fit your search. If your supervisor is not listed, please try searching by another piece of information. The easiest way to search for someone is by their email if you know it.

Once you have selected the correct supervisor, their name will be populated into the field. Please verify that it is showing the correct name.

FRESNO STATE
Discovery. Diversity. Distinction.

Need assistance with this process? Please contact EHS/Risk Management at 278-7422

Driving Authorization Process

Contact Info | State Business | DMV | Personal Vehicle | Defensive Driving | Summary/Submital

We need some information on how to contact you:

Name
Branna Putt

Campus Email
CIS_bputt@csufresno.edu

Campus Phone

Department
AC- University Support

Is your supervisor? No

Who is your Supervisor?
Robert Guinn

Next

When you are ready to move to the next tab, click on the “Next” button at the bottom of your screen. If any information is not filled out you will get a pop up reminder to fill it out before moving on in the process.

FRESNO STATE
Discovery. Diversity. Distinction.

Need assistance with this process? Please contact EHS/Risk Management at 278-7422

Driving Authorization Process

Contact Info | State Business | DMV | Personal Vehicle | Defensive Driving | Summary/Submital

We need some information on how to contact you:

Name
Branna Putt

Campus Email
CIS_bputt@csufresno.edu

Campus Phone
88764

Supervisor Email

The following fields are required:
Campus Phone
Supervisor Email

OK

Depending on what your responses are to various questions, you will see different pop up information that is being requested from you. For example on the second page you are asked if you will be driving on State Business. A “yes” response will bring up several other questions for you to answer, a “no” response will bring up a pop up box asking you to verify that you will not be driving on state business. All “No” responses will be verified by your manager.

Driving Authorization Process

1 Contact Info 2 State Business 3 DMV 4 Pers

Do you drive on state business?

Before you may drive on state business, whether reimbursed or not, you must be eligible for associated travel expense reimbursement and/or liability coverage in the State of California.

State business driving is defined as operating any University-owned, rented, or necessary to, or in the course of, duties of University employment or

Applicable motorized vehicles include:

- Automobiles
- Trucks
- Golf Carts
- Tractors
- Fork Lifts
- Man-Lifts
- Maintenance/Grounds Equipment

Will you be driving on state business? Yes ▾

Will you be driving a golf cart on state business? --- ▾

Will you be driving a van on state business? --- ▾ ⓘ

Do you have a current driver's license? --- ▾

Next

Please Note: If you report that you will not be driving on state business and your Manager does not agree, you will receive an email directing you to fill out another driving authorization form.

For assistance with this process? Please contact EHS/Risk Management at 278-7422.

Driving Authorization Process

1 Contact Info 2 State Business 3 DMV 4 Pers

No State Business Confirmation

Do you drive on state business?

Before you may drive on state business, whether reimbursed or not, you must be eligible for associated travel expense reimbursement and/or liability coverage in the State of California.

State business driving is defined as operating any University-owned, rented, or necessary to, or in the course of, duties of University employment or

Applicable motorized vehicles include:

- Automobiles
- Trucks
- Golf Carts
- Tractors
- Fork Lifts
- Man-Lifts
- Maintenance/Grounds Equipment

Will you be driving on state business? No ▾

Your supervisor and the Travel Department will be notified that you are not authorized to drive on state business. If you do not currently drive on state business, but anticipate the need to drive on state business in the future, we recommend that you complete this process now.

I Confirm That I Will Not Be Driving On State Business

Return to the Driving Authorization Process

Next

The last question on the second tab asks if you have a current driver’s license. If you answer “No”, you will see a popup dialogue box with additional information and asking you to confirm your answer.

No Current Drivers License

In order to drive on State Business You must possess a Current Drivers License. You are not authorized to drive on state business.

I Confirm That I Do Not Have A Current Drivers License

Return to the Driving Authorization Process

Applicable motorized vehicles include:

- Automobiles
- Trucks
- Golf Carts
- Tractors
- Fork Lifts
- Man-Lifts
- Maintenance/Grounds Equipment

Will you be driving on state business? Yes ▾

Will you be driving a golf cart on state business? Yes ▾

Will you be driving a van on state business? No ▾ ⓘ

Do you have a current driver's license? Yes ▾

Expiration

Drivers License # * State * Month * Day * Year *

California ▾ -- ▾ -- ▾ -- ▾ -- ▾ --

Next

If you answer “Yes”, additional fields will appear at the bottom of the form asking for your driver’s license information.

The next tab is verifying if you have a California driver's license or one from another state and your authorization of release of your driving record. If you chose to not release your driving record to the University, you will not be authorized to drive on State business. If your driver's license is from a state besides California you will need to obtain and submit your driving record to the University.

The fourth tab asks if you will be using a personal vehicle while driving on state business. If you will NOT be using a personal vehicle you should not see any additional information on this page. If you ARE using a personal vehicle you will be asked for additional information about your vehicle. Please include all vehicles that you might be driving while on state business.

In order to drive on state business you are required to have current Defensive Driving certification if you will be driving more than 1 day per month. The fifth tab tells you when the defensive driving course was last taken, when your certification expires and asks you to verify whether you will be driving more than 1 day per month. Should you need to renew your defensive driving certification you will be given further instructions on the following tab.

FRESNO STATE
Discovery. Diversity. Distinction.

[Need Help with this form? Click Here](#)

Need assistance with this process? Please contact EHS/Risk Management at 278-7422

Driving Authorization Process

1 Contact Info 2 State Business 3 DMV 4 Personal Vehicle 5 Defensive Driving 6 Summary/Submittal

Defensive Driving Certification Training

This training certification is required every four years.

You last took the Defensive Driving Training Certification course on **05/04/2005**.
Your certification expired on **05/04/2009**.

Will you be driving on state business more than 1 day per month?
 No

Note: Driving during an overnight business trip would be driving on state business for more than 1 day in a month. You must also account for the days you may drive other types of vehicles, such as golf carts or applicable farm/maintenance equipment.

Defensive Driving training is optional for individuals who do not drive more than 1 day per month. However, your supervisor must confirm your level of state business driving. He/she may need you to drive more frequently in the future. You will be notified of the confirmation results.

[Next](#)

The last tab is a summary of your responses on the previous tab. Please verify that all the information on this page is correct. If there is any wrong information you can go back to any of the previous tabs by clicking on that specific tab to make corrections. If you need to renew your Defensive Driving certification you will need to click on the link provided and follow the instructions provided on the subsequent page.

FRESNO STATE
Discovery. Diversity. Distinction.

[Need Help with this form? Click Here](#)

Need assistance with this process? Please contact EHS/Risk Management at 278-7422

Driving Authorization Process

1 Contact Info 2 State Business 3 DMV 4 Personal Vehicle 5 Defensive Driving 6 Summary/Submittal

You have reported that you...

- Drive on State Business
- Do Not Utilize a Personal Vehicle On State Business
- Do Not Drive a Campus Golf Cart
- Do Not Drive a Van On State Business
- TO DO: Complete the Defensive Driving Training Certification

[Online Defensive Driving training enrollment instructions](#)

Note: Corrections can be made by returning to the applicable section.

[Submit Driving Authorization Information to EHS.](#)

Please note: Any time throughout this form you can use the above tabs to go back to any previous tab. You will also be able to jump forward to any tabs you have already been to, BUT you will NOT be able to jump forward to a tab that you have not previously been on. To move forward to tabs not visited yet you must complete all previous tabs and use the next button. "Visited tabs will be light blue and "Non-visited" tabs will be light grey.

Once you have verified that all of the information is correct you will need to click on the “Submit Driving Authorization Information to EHS” button at the bottom of your screen.

The screenshot shows the Fresno State logo at the top left with the tagline "Discovery, Diversity, Distinction." and a link "Need Help with this form? Click Here" at the top right. Below the logo is the text "Need assistance with this process? Please contact EHS/Risk Management at 278-7422". The main heading is "Driving Authorization Process" in a dark blue bar. A progress bar below the heading shows six steps: 1 Contact Info, 2 State Business, 3 DMV, 4 Personal Vehicle, 5 Defensive Driving, and 6 Summary/Submittal. The current step is 6. The text "You have reported that you..." is followed by a list of items: "Drive on State Business", "Do Not Utilize a Personal Vehicle On State Business", "Do Not Drive a Campus Golf Cart", "Do Not Drive a Van On State Business", and "TO DO: Complete the Defensive Driving Training Certification". A link "Online Defensive Driving training enrollment instructions" is provided. A note states "Note: Corrections can be made by returning to the applicable section." At the bottom, a button labeled "Submit Driving Authorization Information to EHS." is highlighted with an arrow pointing to it from the left.

After your form has been successfully submitted you will see a submission verification page. You are able to print a copy of your information submitted by clicking on the print button provided.

The screenshot shows the Fresno State logo at the top left with the tagline "Discovery, Diversity, Distinction." and the heading "Driving Authorization Process" in a dark blue bar. The text reads: "Thank you for completing this portion of the Driving Authorization process. No further action is required from you at this time. You will receive a confirmation email once your submission has been processed." At the bottom, a button labeled "Print A Copy For Your Records" is highlighted with an arrow pointing to it from the left.

If you have trouble accessing any of the following:

- my.fresnostate.edu
- forms portfolio
- BizFlow Processes once you have clicked on the link in the My Portfolio

Please contact the help desk using one of the options below:

Call: 559 278-5000

Website: <http://help.fresnostate.edu/>