

# Driving Authorization (Online Process)

You will need to have your Driver's License available before starting and allot 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.



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

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

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 Fresno State website showing the 'Driving Authorization Process' form. The page features the Fresno State logo with the tagline 'Discovery. Diversity. Distinction.' and a link for help. Below the logo is a dark blue header with the text 'Driving Authorization Process'. A navigation bar contains six tabs: 1 Contact Info, 2 State Business, 3 DMV, 4 Personal Vehicle, 5 Defensive Driving, and 6 Summary/Submittal. Tab 1 is highlighted in blue, indicating it is the active step. The form content includes the heading 'We need some information on how to contact you:' followed by input fields for Name (pre-filled with 'Brianna Putt'), Campus Email (pre-filled with 'CIS\_bputt@csufresno.edu'), Campus Phone, and a dropdown menu for Department (pre-selected as 'AC- University Support'). There is also a checkbox for 'Is your supervisor?' and a 'Next' button at the bottom.

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 empid. 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.

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### Driving Authorization Process

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

We need some information on how to contact you:

Name  
Brianna Pult

Campus Email  
CIS\_bpult@csufresno.edu

Campus Phone  
[Empty]

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.

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### Driving Authorization Process

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

We need some information on how to contact you:

Name  
Brianna Pult

Campus Email  
CIS\_bpult@csufresno.edu

Campus Phone  
88764

Supervisor Email  
[Empty]

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.

**Personal Vehicle**

Will you be using a personal vehicle in the performance of, or necessary to, or in the course of, the duties of University employment (whether you seek reimbursement for expenses or not) ?

Yes  No

**AUTHORIZATION TO USE PRIVATELY OWNED VEHICLES ON STATE BUSINESS CERTIFICATION** IN ACCORDANCE WITH STATE POLICY (S.A.M.0753 & 0754) APPROVAL IS REQUESTED TO USE PRIVATELY OWNED VEHICLES TO CONDUCT OFFICIAL STATE BUSINESS. I understand that permission to drive a privately owned vehicle on State business is a privilege which may be suspended or revoked at any time.

**I certify whenever I drive a privately owned vehicle on State business I will:**

- Have a valid current driver's license in my possession.
- Carry evidence of current automobile liability insurance in my vehicle (Vehicle Code Section 16020).
- Maintain an acceptable driving record.
- Ensure that all persons in the vehicle wear safety belts.
- Report all accidents in accordance with University and State requirements.

**I further certify that the vehicle shall always be:**

- Covered by liability insurance for the minimum amount prescribed by State law (i.e. \$15,000 for personal injury to, or death of one person; \$30,000 for injury to, or death of, two or more persons in one accident; \$5,000 property damage).
- Adequate for the work to be performed.
- Equipped with safety belts in operating condition.
- To the best of my knowledge, in safe mechanical condition as required by law.

Each person who plans to drive a privately-owned vehicle should be aware that the insurance maintained by the State is only applicable to that liability of the person which is over and above the liability insurance maintained by the person. If the privately-owned vehicle is used consistently on State business, the person should contact the insurance carrier who may change the premium class with a corresponding increase in premium rate. If a person has not notified the insurance carrier of the use of a private vehicle on State business and there is an accident, the insurance company must cover the accident unless deceit can be proven.

I understand that the mileage rate that I claim is full reimbursement for the cost of operating the vehicle, including fuel, maintenance, repairs, and both liability and comprehensive insurance.

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.

Please be aware that it may take up to 72 hours for your Defensive Driving Training Certification to be updated on the Online Driving Authorization Process. In the meantime, your information may be inaccurate as displayed. If you believe any of the information is inaccurate, you may contact EHS/Risk Management at 278.7422 to verify. Please allow 72 hours for department databases to update before doing so.

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### 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.

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### 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 website header with the logo and tagline "Discovery. Diversity. Distinction." A navigation bar at the top contains six steps: 1 Contact Info, 2 State Business, 3 DMV, 4 Personal Vehicle, 5 Defensive Driving, and 6 Summary/Submittal. Step 6 is highlighted in dark blue. Below the navigation bar, the text reads "You have reported that you..." 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", and "Do Not Drive a Van On State Business". Below this list is the instruction "TO DO: Complete the Defensive Driving Training Certification" and a link for "Online Defensive Driving training enrollment instructions". A note states "Note: Corrections can be made by returning to the applicable section." At the bottom of the form is a button labeled "Submit Driving Authorization Information to EHS." An arrow points from the text above to this button.

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 website header with the logo and tagline "Discovery. Diversity. Distinction." Below the header is a dark blue bar with the text "Driving Authorization Process". The main content area contains the message: "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 of the page is a button labeled "Print A Copy For Your Records". An arrow points from the text above to this button.



## **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/>