

Students, volunteers and Cal Poly Corporation employees, the new driver safety approval process is complex. Once granted, approval is valid for one (1) year.

Driver approval **MUST** be granted if you will be:

- driving for University Business (field research, conference travel, business errands, etc.)
- reimbursed for personal vehicle mileage or fuel purchased for a department/state vehicle

Process Overview and Tips

- **PRESTEP:** All volunteers, students (regardless part-time employment) and CPC Employees need to complete a [Volunteer Assignment Form](#) via Adobe Sign.
 - When initiating the Adobe Power Form:
 - Requester Email = Prospective Driver’s Email
 - Volunteer’s Email = Prospective Driver Email
 - Department Head’s Email = If you are a BIO student or volunteer enter khillers@calpoly.edu
 - Dean’s Email = NOT REQUIRED
 - When completing the first 2 sections of the Volunteer Assignment Form refer to the information below as an example.
 - Assignment Dates: Can be for up to 1 year
 - Category: Choose which applies to you best
 - Supervisor’s Name: Enter the name of your Faculty Supervisor
 - Supervisor’s Title: Faculty (unless your supervisor holds another title on campus)
 - Supervisor’s Phone: [Refer to the BIO Directory](#)
 - Summary of Duties: See verbiage on the following image
 - Fingerprint: No
 - Temp ID: No
 - Will volunteer travel: Yes
 - Will volunteer drive on Univ business: Yes
 - Select State and/or Personal Vehicle, whichever is appropriate. Select BOTH if you anticipate driving both sometime in the next year

Assignment Information

Volunteer First Name *	Katie	Last Name *	Doctor
Division/College	CSM	Department	Biological Sciences
Assignment Dates	03/07/2023 to 03/07/2024	Category	Other Volunteer
Supervisor Name	Faculty Advisor's Name	Course Name(s)	
Supervisor Title	Faculty	Total WTU's	
Supervisor Phone	805-756-XXXX		

Summary of Duties (Duties of this assignment must not coincide with any non-exempt Cal Poly position the person may currently hold):

Drive/operate personal or department owned vehicle for University related business.

Fingerprinting / Background required?	<input checked="" type="radio"/> NO	<input type="radio"/> YES	Fingerprinting / Background Guidance
Temp ID Card required? PolyCard Eligibility	<input checked="" type="radio"/> NO	<input type="radio"/> YES	
Will the volunteer travel on University business?	<input type="radio"/> NO	<input checked="" type="radio"/> YES	
Will the volunteer drive on University business?	<input type="radio"/> NO	<input checked="" type="radio"/> YES	<input checked="" type="checkbox"/> State Vehicle <input checked="" type="checkbox"/> Personal Vehicle

- STEP ONE:
 - Everyone **MUST** complete: Defensive Driving
 - If you have access to the Learning Hub, you can complete *Defensive Driver Program*
 - If you do NOT have access to the Learning Hub, you must complete *DGS-Defensive Driving Training*
 - If you anticipate driving a department/state owned electric cart in the next year you should complete Powered Cart Safety Training
 - If you have access to the Learning Hub, you can complete *Powered Cart Safety Training*
 - If you do NOT have access to the Learning Hub, you must complete *CSU Bridge-Powered Cart Training*
 - If you anticipate driving a department/state owned Van in the next year you should complete the CSU-Van Safety Course
 - If you have access to the Learning Hub, you can complete *CSU-Van Safety Course*
 - If you do NOT have access to the Learning Hub, you must complete *CSU Bridge-Van Safety*
- STEP TWO:
 - Initiate a Request to Operate a Vehicle Application
 - Enter your faculty/project supervisor's email address in the Driver's Supervisor field and enter kdoctor@calpoly.edu in the Department Admin field.
 - When doing so, you **MUST** attach the following documents:
 - a. Copy of your driver's license
 - b. If you have an out of state license, you must pull your own out of state driving record. (instructions included on the website).
 - c. Certificate of completed driver training(s)
 - d. Attach your executed Volunteer Form (after being signed, you will receive an email confirmation with a link to the final document)

YOU MAY NOT DRIVE UNTIL YOU RECEIVE NOTIFICATION OF APPROVAL.