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 REQUERIED
  - 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

<table>
<thead>
<tr>
<th>Volunteer First Name</th>
<th>Last Name</th>
<th>Division/College</th>
<th>Assignment Dates</th>
<th>Supervisor Name</th>
<th>Supervisor Title</th>
<th>Supervisor Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Katie</td>
<td>Doctor</td>
<td>CSM</td>
<td>03/07/2023 to 03/07/2024</td>
<td>Faculty Advisor’s Name</td>
<td>Faculty</td>
<td>805-756-XXXX</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Fingerprinting / Background required?</th>
<th>Temp ID Card required?</th>
<th>Will the volunteer travel on University business?</th>
<th>Will the volunteer drive on University business?</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

*Fingerprinting / Background Guidance*
• STEP ONE:
  o 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*
  o 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*
  o 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
    o 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.**