SACRAMENTO STATE

Risk Management Services

Non-Employee Student / Volunteer
Driver Authorization Checklist

Forms:

☐ Complete and sign the Application for Vehicle Operation Authorization (VOA). The driver's supervisor must sign this form, too.

☐ Read, understand, and sign the Driver Authorization Process (DAP).

☐ When driving a privately owned vehicle (not state/university-owned), complete the State of California STD 261, Authorization to Use Privately Owned Vehicles on State Business. The driver's supervisor must sign this form, too.

☐ If not employed by the University, complete a Volunteer Registration Form for Human Resources.

Trainings:

☐ Here is the new hyperlink for the Sac State Defensive Driver Program

☐ If driving a golf cart on the inner campus, complete the Sacramento State Golf Cart Safety Training. To access the Golf Cart Safety training, please click on this link or go to MySacState / Employee Center / CSU Learn/ Search field "Sacramento State Golf Cart Safety Training"/ Click on the title / Click on START

☐ For students who do not have access to CSU Learn, the golf cart safety training has been added to Canvas. The certificate must be printed and attached to the driving paperwork.

For more information on driving on university business, please visit our website at
https://www.csus.edu/compliance/risk-management/driving-university-business.html