



ASSOCIATED STUDENTS
California State University, Fullerton, Inc.

For Office Use Only:

☐ Driver's License
☐ Insurance
☐ Driver's Training

AUTHORIZATION TO USE PRIVATELY-OWNED/RENTED VEHICLE

This form authorizes the use of a personal vehicle or a rental vehicle in the conduct of official business for Associated Students, CSUF, Inc. ("ASI"). Prior to being authorized for travel and/or being eligible for travel reimbursement, this form must be completed and submitted to TSU 218 with clear copies of the driver's auto insurance card and driver's license. *If renting a vehicle, driver must take full insurance coverage from rental agency.* Failure to comply with these instructions may jeopardize reimbursement and/or negatively affect future driving privileges.

Name: _____ **Address:** _____

City: _____ **Zip Code:** _____ **Telephone #:** _____

Email address: _____ **California Driver's License #:** _____

Description of Car(s): _____
(Year / Make / Model) (Vehicle ID #)

(Year / Make / Model) (Vehicle ID #)

I am participating in the following ASI program/council: _____

I have been convicted of reckless driving, drunk driving, or a hit-and-run offense in the last five years.

[] Yes [] No If you answered "Yes," you are NOT authorized to drive until you have spoken with either (a) your supervisor, if you are an ASI employee, or (b) with the Director of Program Support in TSU 269.

By signing this form and initialing after each of the seven following points, I attest that I have read and understood the following:

1. I hereby certify that whenever I drive on ASI business I will have a valid driver's license and proof of liability insurance in my possession. []
2. If driving my own personal vehicle, I certify that it is in safe mechanical condition and meets all requirements of the California Vehicle Code. []
3. I agree that the vehicle I operate is equipped with safety belts in operating condition and that I and my passengers will use the safety belts. []
4. I agree that the use of my private/leased vehicle or a rented vehicle is a consequence of my own choice. I save and hold harmless ASI, the State of California, the Trustees of the California State University, California State University Fullerton, and all of their officers, agents, employees and volunteers against any claim arising out of the use of said vehicle while participating in any program, activity or official business of ASI. []
5. The automobile insurance needs to meet the minimum requirement as prescribed by State Law (\$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). []
6. I understand that this form authorizes me to drive ONLY the above listed vehicle. I further understand that if I choose to drive another vehicle, I must complete another Authorization to Use Privately Owned/Rented Vehicle form prior to my departure. []
7. Due to concerns about the safety of cell phone use while driving and new legislation concerning same, I understand that ASI prohibits the use of mobile/portable communication devices (cell phone, PDA, BlackBerry, etc.) while driving on ASI business and/or ASI time – either "hands-free" or otherwise. []

Signature: _____ **Date:** _____

Upon expiration of your driver's license and/or your insurance, you must reactivate your authorization by updating your information in TSU 218.