



# OPERATING OF VEHICLES FOR A.S. BUSINESS

The Associated Students owns carts and vehicles which are used on and off the SDSU campus. It is the policy of the A.S. that A.S. owned vehicles or privately owned vehicles be driven only for A.S. Business to transport people who need assistance or to transfer large objects that are too heavy to carry. Drivers must operate any vehicle with great care and observe the following rules, as well as Federal and State Laws and the Rules of the Road, at all times. Failure to do so may result in revocation of driving privileges as well as further discipline up to and including termination.

1. The speed limit on SDSU roadways is 10 mph under ideal conditions. Speed must be reduced in poor weather or when congested with other vehicles or pedestrians.
2. The speed limit on SDSU walkways is 5 mph under ideal conditions. Speed must be reduced in poor weather or when congested with other vehicles or pedestrians.
3. Drivers will use special care and speed in turning corners.
4. Drivers must ensure they allow safe distance when passing vehicles and pedestrians.
5. Vehicles may only be operated on roadways or walkways. (Not on grass or other surfaces/locations.) Carts are not licensed to drive on City streets and must only be used on the SDSU campus.
6. Drivers may only operate a vehicle on A.S. business and provide rides to individuals on A.S. business needing assistance or employees engaged in the business need for transportation.
7. Drivers must ensure that passengers have all limbs and extremities inside of the vehicle at all times when vehicle is in motion.
8. Drivers must ensure that all equipment and other devices such as crutches or walkers remain inside of the vehicle at all times when vehicle is in motion.
9. Drivers must ensure vehicle load does not obstruct vision for the driver in any direction.
10. Drivers must ensure that all vehicle equipment is in proper working order.
11. Drivers must remove keys from the vehicle when unattended.
12. Drivers must never park their vehicle in such a manner as to block either pedestrian or vehicular access.
13. Drivers must have excellent driving records and be certified as an approved A.S.-SDSU driver.
14. Drivers must never operate any vehicle while under the influence of drugs or alcohol.
15. Drivers must be courteous to passengers, other drivers and members of the public.
16. MBAC drivers must be especially cautious towing trailers and must always use a second person for "spotting" behind the vehicle when backing up.
17. When driving off campus, drivers must never exceed 55 mph when towing a trailer, preferably tow at 50 mph and never higher than a lower posted speed limit.
18. MBAC drivers must turn overdrive OFF when towing.
19. MBAC drivers must conduct a pre- towing check of lighting, tire pressure, lug nuts, bearing grease, safety chains and ensure the boat straps are properly secured at 3 points before operating the vehicle.

*I hereby certify that whenever I drive an A.S. owned vehicle or a privately owned vehicle on A.S. business, I will have a valid driver's license in my possession, I will carry only passengers who are also on A.S. business, and all passengers will be required to wear safety belts in those vehicles that are equipped with such safety belts.*

*I further certify that, while using any vehicle for official A.S. business, all accidents will be reported within 24 hours to the A.S. HR Department at 619-594-6555. I understand that permission to drive a vehicle on A.S. business is a privilege, which may be suspended or revoked at any time. By signing below, I am fully aware of this vehicle policy and will comply with it at all times.*

*Upon completion of this form, the Associated Students will request reports from the Department of Motor Vehicles regarding your license status and driving record.*

PLEASE PRINT CLEARLY

Employee/Driver Name: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Department: \_\_\_\_\_ Red ID Number: \_\_\_\_\_

Employee/Driver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RETURN TO:  
Associated Students Office  
Attention: Payroll  
Conrad Prebys Aztec Student Union, Suite 320

Associated Students  
San Diego State University  
Phone: 619-594-6555  
Fax: 619-594-2175