**Frequently Asked Questions**

**When am I required to submit a driving authorization request?**

Whenever you are driving a state owned vehicle or rental; or you are driving a private vehicle on state business and will be requesting a travel reimbursement; you are required to submit a driving authorization request.

**How long does it take to process a driving authorization request?**

In order to be authorized to drive on state business, you must complete a driving authorization request, have a driving record check and, if necessary, complete the defensive driving training. The authorization process can normally be completed in a few days; although sometime unanticipated computer problems can cause delays, so allow for some extra time when submitting your request. The DMV record check can be fast-tracked – saving one or two days – by going to the DMV web site and requesting your record on-line for a small fee and bringing the printed record to our office.

**Why is my DMV record required, and why am I required to authorize an on-going release of it?**

When driving on state business, whether in a state vehicle or your own car, the University retains some liability. Because of this retained liability, the University is required to ensure that employees and volunteers driving on state business have "a good driving record". The way we confirm this is via the DMV pull notice program. This program provides us your record for initial review, and then we will only receive new info if you have violations or if your license is affected (suspended/expired/etc.).

**How do I submit a driving authorization request?**

If you are a state employee (faculty, staff, or paid student assistant) you can submit your authorization request online. Instructions are provided on our web site.

If you are a non-state employee (foundation or auxiliary) or a volunteer (unpaid student or non-student) driving on state business, you will need to fill out and turn in the required authorization forms. Instructions are provided on our web site. (Note: if you are a foundation/auxiliary employee driving on non-state business only, there is a separate process. Check with the Auxiliary HR Office at 278-0865 for more information.)

**Do I need to take defensive driving training?**

If you are an employee and drive on state business more than once a month, or if you are a student or volunteer and are driving a state vehicle or rental; you need to complete the defensive driving training.

**Which defensive driving training course should I take?**

If you are a state employee (faculty, staff, or paid student assistant) you may take the online training course offered through Skillport.

If you are a non-state employee (foundation or auxiliary) or a volunteer (unpaid student or non-student) driving on state business, you may take the online training course offered through the Department of General Services (DGS). If you take this training you must print a copy of the certificate of completion as proof of having successfully completed the training. (Note: if you are a foundation/auxiliary employee driving on non-state business only, check with the Auxiliary HR Office at 278-0865 for more information.)

**How often do I need to take the defensive driving training?**

Both of the defensive driving training courses are good for four years from the date they were completed.

**How long is my authorization “good” for?**

Currently, the authorization process is designed to be annual because the authorization to drive a personal vehicle is good for only one year. Your driving authorization can also “expire” or be rescinded if you do not maintain your defensive driving certification or if you do not maintain an acceptable DMV record.

**What proof do I get that I am authorized to drive on state business?**

You will receive an email stating that you have completed the driving authorization process and are authorized to drive on state business. Save or print a copy of this email as it is your only documentation of completion. You will not receive any other documentation.

**What if I have taken the defensive driving training through some other agency?**

If you have taken defensive driving training within the last four years from either:

Fresno State Foundation or a Fresno State Auxiliary organization

Any other campus of the California State University or University of California

State of California Dept. of General Services (DGS) from any other state agency

Then you do not need to take the training again. You will need to provide proof of completing the training either with a copy of a certificate of completion or an email attesting to the fact the training was taken on what date, and was successfully completed.

**If you have a question which is not answered above please contact our office at 278-7422.**