Use of Vehicles by Registered Student Organization and Student Union Assembly

To further their education, UCSC students participate in conferences, meetings, and structured educational events that occasionally require the use of vehicles. This may include driving to an off campus location or transporting individuals to educational events on campus.

In ensure safety and manage risk, the following steps are required for the members of Registered Student Organizations (RSO) and the Student Union Assembly (SUA) to use vehicles:

1) Prior to reserving vehicles and before departure, the RSO or SUA representative must attain approval and sponsorship by a University unit.

2) Prior to departure, all drivers must attend a driver orientation conducted by the sponsoring University unit prior to departure. When attending the orientation all drivers must show a current, valid California Drivers license.

3) When University vehicles use is planned, all drivers must review, sign, and have approved a Fleet Services “Vehicle Authorization for Student Use” form at their driver orientation.

4) When private or rented vehicle use is planned, all drivers must review, sign, and have approved a Student Organization “Driver Authorization” form at their driver orientation. An additional agreement may be required.

4) Vehicles may be used only for official University business. No side trips or personal business may be conducted.

5) Students with moving violations committed in the last year cannot serve as drivers.

6) Students with any record of DUI violations may not serve as drivers.

7) Drivers are responsible for the proper, legal use and safe operation of the vehicle at all times.

8) Any accident or damage to the vehicle must be reported per agreements.

9) Drivers are responsible for allowing only authorized individuals access to vehicles.

10) Drivers may be required to demonstrate driving abilities if large vehicle use is planned.

11) Any driver who does not comply with these requirements or the requirements of Fleet Services may be held liable, barred from future use of University sponsored vehicle use and/or may be subject to other appropriate University sanctions and/or legal action.

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