



SDSU Yearly Authorization to Drive on Official University Business

The *California State University Use of University and Private Vehicles Policy Guidelines* requires the following certification be signed and submitted to Parking Services, Department of Public Safety, for university employees required to drive on university business or, when applicable, the employee is to be removed from the program.

Employee Acknowledgement:

"I certify that I am in possession of a valid California or other State driver's license. I certify that I have not been issued more than three moving violations or have been responsible for more than three accidents (or any combination of more than three thereof) during the past twelve month period."

(Please Print Name)

(Phone)

(Signature)

(Date)

Supervisor/Manager Acknowledgement of Employee Driving on University Business:

- "I certify that the employee is required to drive on university business"***
- "I certify that the employee is no longer required to drive on university business. Please remove them from the Defensive Driving & DMV Pull Program."***

(Please Print Name)

(Phone)

(Signature)

(Date)

Please submit to Parking Services – MC 4390.