POLICIES AND PROCEDURES

Subject: Volunteer Driving  
Policy No. 723  
Date: 07/2019

Should there be any discrepancy between this document and either the MEMORANDUM OF COVERAGE or PARTICIPATION AGREEMENT between the AORMA Committee and the MEMBER of the Cal Poly Pomona Philanthropic Foundation, the MEMORANDUM OF COVERAGE and/or the PARTICIPATION AGREEMENT will govern.

POLICY:

Cal Poly Pomona Philanthropic Foundation shall institute and enforce the volunteer driving eligibility standards as set forth in this policy and procedure. Volunteers failing to meet these driving eligibility standards will be excluded from automobile liability coverage within the pooled layer of the AORMA LIABILITY COVERAGE PROGRAM, but not the Reinsurance and/or Excess Liability Insurance. In addition, if AORMA is required to make payments for any covered loss as a result of any MEMBER’s failure to comply with these driving eligibility standards, AORMA will be entitled to recover the total amount of those payments from the MEMBER together with interest at the legal rate.

DRIVING ELIGIBILITY STANDARDS:

1. Volunteers of the Cal Poly Pomona Philanthropic Foundation must possess a valid California driver’s license or equivalent to legally operate the class of vehicle(s) they operate in their employment.

2. Volunteers of the Cal Poly Pomona Philanthropic Foundation driving on auxiliary organization business will have no more than 3 (three) VIOLATION POINTS in a 12 (twelve) month period or no more than 5 (five) VIOLATION POINTS in an 18 (eighteen) month period. Employees or volunteers accumulating 4 VIOLATION POINTS within a 12 (twelve) month period or six VIOLATION POINTS within an 18 (eighteen) month period will be excluded from the automobile liability coverage within the AORMA LIABILITY COVERAGE PROGRAM. These provisions apply regardless of whether or
not the driving that resulted in acquiring the VIOLATION POINTS was or was not in the course of employment.

PROCEDURE:

The following steps should be taken to enforce the policy:

1. Cal Poly Pomona Philanthropic Foundation will enroll all REGULAR DRIVERS in the Department of Motor Vehicles (DMV) Employer Pull Notice program. REGULAR DRIVERS is defined to be either an employee or volunteer whose job requires that he or she drive more than once a week or an employee or volunteer whose primary duty is driving-related. The Cal Poly Pomona Philanthropic Foundation shall annually confirm compliance with this requirement. OCCASIONAL DRIVERS are exempt from Item 2 of the DRIVING ELIGIBILITY STANDARDS. Some examples of an OCCASIONAL DRIVER are as follows:
   a. A volunteer driving once a week or less to the store for office supplies
   b. A volunteer driving a golf cart on campus, regardless of how often;
   c. A volunteer driving a rented vehicle while out of town at a business-related conference

2. All REGULAR DRIVERS will be informed of the DRIVING ELIGIBILITY STANDARDS.

3. Names of all REGULAR DRIVERS not meeting the DRIVING ELIGIBILITY STANDARDS will be provided to the Program Administrator within 15 calendar days upon the MEMBER’s receipt of the DMV employers’ notification of point assignment, resulting in a REGULAR DRIVER’s failure to comply with the DRIVING ELIGIBILITY STANDARDS. The Program Administrator will acknowledge exclusion from coverage of such employee or volunteer by the issuance of an amendatory endorsement. The employee or volunteer shall be considered uninsured as of the date of such an endorsement from the Program Administrator. The Program Administrator should be notified when the MEMBER determines that the REGULAR DRIVER’s driving record is in compliance with the DRIVING ELIGIBILITY STANDARDS.

4. The Program Administrator will, upon receipt of such notice as described in #3 above, issue an endorsement reinstating coverage for such employee or volunteer.

USE OF PERSONAL VEHICLES ON AUXILIARY ORGANIZATION BUSINESS

If a volunteer uses a personal vehicle in the course and scope of AUXILIARY ORGANIZATION BUSINESS, the MEMBER shall verify that the employee or volunteer maintains personal automobile liability insurance and that the employee’s or volunteer’s personal vehicle is in safe mechanical condition as defined by State of California 2007 Vehicle Code, General Provisions, Division 12. A sample form is attached to this policy and procedure.

MEMBER APPEAL PROCESS

If Cal Poly Pomona Philanthropic Foundation wishes to appeal any decision regarding the application of the Target Surplus Policy, the Philanthropic Foundation must present an appeal
in writing to the CSURMA Secretary-Auditor within 30 days of the disputed decision. The Secretary-Auditor shall place the Philanthropic Foundation’s appeal on the AORMA COMMITTEE’s agenda at its next regularly scheduled meeting. The AORMA COMMITTEE will review the appeal and inform the Member of the final decision within 5 business days of the final decision.

If a Member wishes to appeal the AORMA COMMITTEE’s decision, the Cal Poly Pomona Philanthropic Foundation will notify the CSURMA Secretary-Auditor in writing within 5 business days of receipt of the AORMA COMMITTEE’s decision. The CSURMA Executive Committee will then review the appeal at its next meeting or sooner. The CSURMA Executive Committee’s decision will be the final determination.
AUTHORIZATION TO USE PRIVATELY-OWNED VEHICLES ON AUXILIARY BUSINESS

Approval is requested to use a privately-owned vehicle to conduct official Auxiliary Organization business.

I hereby certify that, whenever I drive a privately-owned vehicle on Auxiliary business;

☐ I will have a valid driver's license
☐ I will maintain auto liability insurance with the minimum limits 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.)
☐ I will have evidence of auto liability insurance in the privately-owned vehicle at all times
☐ The privately-owned vehicle will be adequate for the work to be performed
☐ The privately-owned vehicle will be equipped with safety belts in operating condition
☐ The privately-owned vehicle, to the best of my knowledge, will be in a safe mechanical condition as required by law
☐ I understand that the mileage rate I receive is full reimbursement for the cost of operating the privately-owned vehicle, including fuel, maintenance, repairs and both auto liability and physical damage insurance
☐ All accidents will be reported within 48 hours
☐ Should I get into an accident, I understand that the insurance policy covering the privately-owned vehicle will respond to the accident - the Auxiliary will NOT provide primary insurance coverage
☐ I understand that permission to drive a privately-owned vehicle on Auxiliary business is a privilege which may be suspended or revoked at any time.

<table>
<thead>
<tr>
<th>DRIVER’S LICENSE NUMBER</th>
<th>STATE</th>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYEE’S SIGNATURE</td>
<td>PRINT NAME</td>
<td>DATE SIGNED</td>
</tr>
</tbody>
</table>

II. APPROVAL

Use of a privately owned vehicle Auxiliary Organization business approved.

<table>
<thead>
<tr>
<th>APPROVING AUTHORITY SIGNATURE</th>
<th>TITLE</th>
<th>DATE APPROVED</th>
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III. RENEWAL

I have reviewed the above certification and approval and certify that the information provided is correct and valid.

<table>
<thead>
<tr>
<th>EMPLOYEE’S SIGNATURE</th>
<th>APPROVING AUTHORITY SIGNATURE</th>
<th>DATE APPROVED</th>
</tr>
</thead>
</table>

I have reviewed the above certification and approval and certify that the information provided is correct and valid.