

**California State Polytechnic University, Pomona**  
**Self-Certification of Driving Frequency on University Business**

I understand that one of the requirements for driving my personal vehicle or a State vehicle on university business with a frequency of at least once a month, as stated in the California State University (CSU) Use of University and Private Vehicle Policy Guidelines, is to complete Defensive Driver Training every four years; student assistants and volunteer employees are required to take the course every four years, regardless of driving frequency.

Please complete and sign this form, have your HEERA Manager sign the form and return to the Risk Management office.

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**To be completed by employee (please print)**

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Email address @cpp.edu

\_\_\_\_\_  
CPP Extension

\_\_\_\_\_  
Department & College / Division

\_\_\_\_\_  
Job Title

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Describe type and frequency of driving

I certify that the frequency at which I drive on university business is **less than** once a month. I understand that it is my responsibility to notify Risk Management and immediately take Defensive Driver Training if my driving frequency should change.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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**To be completed by HEERA Manager (please print)**

\_\_\_\_\_  
First and Last Name

\_\_\_\_\_  
Department & College

\_\_\_\_\_  
Email address @cpp.edu

\_\_\_\_\_  
CPP Extension

The information provided by the employee is true and accurate.

\_\_\_\_\_  
HEERA Manager's Signature

\_\_\_\_\_  
Date