

Defensive Driving Program – New Applicant Procedure Golf Carts/Powered Vehicles

This procedure aims to provide advanced defensive driving techniques to reduce employees' chances of being involved in a motor vehicle accident, including using Toro Auxiliary Partners golf carts. Managers and employees share the responsibility to adhere to the procedure to ensure the safety of everyone on campus. Failure to comply with any law, regulation, or policy regarding using carts or personal vehicles while on Toro Auxiliary Partners business may result in disciplinary action up to and including termination.

When there is a need for an employee to operate a cart or drive a personal vehicle on Toro Auxiliary Partners business, it must be noted on the Personnel Transaction Request Form (PTR) so that Toro Auxiliary Partners Human Resources can initiate the Defense Driving Program Procedure with the employee. Volunteers who will drive on Toro Auxiliary Partners business or operate a cart must denote it where appropriate on the Volunteer application form. If the PTR was completed without indicating the need for Defensive Driving training, the manager is responsible for notifying Toro Auxiliary Partners Human Resources at AuxiliaryPartners.HR@csudh.edu.

Golf Carts Requirements

1. Complete the [INF1101 form](#) (Employer Pull Notice form). The INF1101 form allows Toro Auxiliary Partners to pull your driving record annually and notify us of any changes to your driver status with the DMV.
2. Complete the [Powered Cart Safety Training](#) – through [CSU Learn](#) must have a CSUDH staff/work email.
3. Part-time and student employees without a CSU work email, please create an account with [Pathways](#) and register for the course. See instructions below.
4. Provide Toro Auxiliary Partners Human Resources with Form INF 1101 and your training certification for processing.

Note: Employees and Volunteers must complete the training every four years. TAP HR will notify the employee/volunteer and supervisor if the request is approved or denied.

Submit forms to: <https://www.dropbox.com/request/ZhL96RW2h2Sw0nrkBxNI>

Driving on TAP Business Requirements

1. **Authorization to use Private Vehicle for TAP Business** – This form is valid for one year from the approval date and must be updated annually.
 - a. A California Driver's License is required.
 - b. Provide proof of auto insurance with your name shown as the insured. The auto insurance must be current California insurance.
2. Complete the **INF1101 form** (Employer Pull Notice form). The INF1101 form allows Toro Auxiliary Partners to pull your driving record annually and notify us of any changes to your driver status with the DMV.
5. **Defensive Driver Training** – through **CSU Learn** must have a CSUDH staff/work email.
6. Part-time and student employees without a CSU work email, please create an account with **Pathways** and register for the course. See instructions below.

Note: Employees and Volunteers must complete the training every four years. TAP HR will notify the employee/volunteer and supervisor if the request is approved or denied.

Submit forms to: <https://www.dropbox.com/request/ZhL96RW2h2Sw0nrkBxNI>

For questions or concerns, please contact AuxiliaryPartners.HR@csudh.edu.

Pathways Instructions for New Users:

1. **Create an account with Pathways**- enter your personal information.
 - For Department Name select **California State University**
 - Office/Unit: **TAP**
 - Entity Type: **State**

* Department Name  

Office/Unit
2. Confirm your account you will receive an email from noreplyPathways@dgs.ca.gov
3. Log into your account.
4. Select course and search for **Defensive Driver Training**
5. Launch the course – Duration 1 hour.

******When completing the Driving Safely, Driving Smarter module, please ensure to click Save and Exit to save your progress. If you close the window without selecting Save and Exit, progress will not be saved.