

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

This procedure aims to provide advanced defensive driving techniques to reduce employees' risk of motor vehicle accidents, including the use of Toro Auxiliary Partners golf carts. Managers and employees share responsibility for adhering to procedures to ensure the safety of everyone on campus. Failure to comply with any law, regulation, or policy regarding the use of carts or personal vehicles while on Toro Auxiliary Partners' business premises may result in disciplinary action, up to and including termination.

When an employee needs to operate a cart or drive a personal vehicle for Toro Auxiliary Partners' business, this 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 indicate this on the Volunteer application form where appropriate. 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. For Grants and Contract employees, please contact Grants_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](#) and [Defensive Driving Online Training](#)– through [CSU Learn](#) must have a CSUDH staff/work email.
3. Part-time and student employees without a CSU work email must complete a POI form to request a CSUDH Work Email to complete the training. Contact your HR Representative.
4. Provide Toro Auxiliary Partners Human Resources with Form INF 1101 and your training certification for processing.
5. Behind-the-Wheel Powered Cart Training- HR will schedule your Behind-the-Wheel Powered Cart Training with Risk Management.

Note: Employees and Volunteers must complete the training every four years. TAP HR will notify the employee/volunteer and their supervisor of the approval or denial of the request.

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 by completing the renewal section.
 - a. A California Driver’s License is required.
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.
3. [Defensive Driver Training](#) – through [CSU Learn](#) must have a CSUDH staff/work email.
4. Part-time and student employees without a CSU work email must complete a POI form to request a CSUDH Work Email to complete the training. Contact your HR Representative.

Note: Employees and Volunteers must complete the training every four years. TAP HR will notify the employee/volunteer and their supervisor of the approval or denial of the request.

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

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

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