



REQUEST FOR TEMPORARY WAIVER OF DEFENSIVE DRIVING & DMV CHECK

Employees who are required to operate motorized vehicles on University business are required to be safe drivers and operate vehicles in a safe manner. Employees must have a supervisor's permission to operate any vehicle on University business. If the employee's position requires operation of a vehicle on University business, then approval will be contingent upon satisfying each of the following:

1. Possession of a valid California Driver's License.
2. Not have received more than three moving violations and/or accidents or combination thereof in the past twelve month period, in accordance with the [CSU Vehicle Use Policy](#).
3. Complete the attached DD Waiver & DMV Check form to authorize driving temporarily until online course is completed.
4. Sign up for and complete the [online defensive driving course](#) within one month of filling out waiver and renew the online course every four years thereafter.
5. Entry into the Employer Pull Notice Program and submittal of [Authorization For Release of Driver Record Information Form \(INF 1101\)](#).
6. Supervisors must keep the [Authorization to Use Privately Owned Vehicle Form \(STD 261\)](#) on file with the supervisor and to be signed yearly by employee. In addition, supervisors must submit the Defensive Driving Yearly Release Form once a year to the Department of Public Safety, Defensive Driving Coordinator, MC-4390.
7. Maintain a good and safe driving record while employed by San Diego State University.

Submittal of the waiver form, which is required to be hand delivered, does not provide release to drive on University business. Approval will be granted when this form is approved and signed by the Department of Public Safety Defensive Driving Coordinator and notification will be given to the appropriate supervisor/manager. In order for this form to be valid, the Defensive Driving Coordinator must receive your completed waiver request, submission of the [Authorization For Release of Driver Record Information From \(INF 1101\)](#), These documents will be maintained by the Department of Public Safety as part of the Employer Pull Notice Program. **You must sign up and take the online Defensive Driving course within one month or your waiver will be canceled and driving for University business will no longer be authorized.**

While driving a vehicle on University business, it is mandatory that you report any accident for which you are involved. The employee must submit a [Vehicle Accident Report Form \(STD 270\)](#) and the supervisor/manger must submit a [State Driver Accident Review Form \(STD 274\)](#) within 48 hours to the Department of Public Safety Defensive Driving Coordinator.

The [CSU Vehicle Use Policy](#) describes in greater detail all requirements of driving on University business.

Check Status: Faculty
 Staff
 GA/TA/Doc
 Student Assist.

DD WAIVER & DMV CHECK

(Please Print Clearly)

Last Name: _____ First: _____ MI: _____

Department: _____ Phone: _____ Mail Code: _____

CA Drivers Lic. #: _____ Expire Date: _____ Class: A B C

Date of Birth: _____ Red Id: _____

Email: _____

RELEASE: "I am in possession of a valid California 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 thereof) during the past twelve month period. I understand that by signing and submitting the [Authorization For Release of Driver Record Information Form \(INF 1101\)](#) I am enrolling in the DMV Pull Notice Program. I have obtained and read a copy of the [CSU Vehicle Use Policy](#) and will adhere to the guidelines as set forth."

Employee Signature: _____ (Date) _____

Supervisor/Manager Acknowledgement of Waiver Request:

(Please Print Name) (Phone)

(Signature) (Date)

Supervisor/Manager Email: _____

Department of Public Safety Use Only:

Defensive Driving Certificate is waived: Yes _____ No _____

Defensive Driving Coordinator's Signature:

(Signature) (Date)

Please Return to:
Ashley Isner in person due to the
confidential nature of content



Dept. of Public Safety
Telephone: (619) 594-6671
www.police.sdsu.edu
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