



**California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Recreation & Wellness Committee  
October 4, 2024 | 2:00 PM  
ZOOM: <https://csusb.zoom.us/j/81871829189>**

**AGENDA**

1. Call to order
2. Roll call
3. Approval of Minutes
  - a. April 30, 2024
4. Open Forum (3 min per speaker)
5. Adoption of Agenda

**New Business**

- RW 01/25 Election of Committee Chair (Action, Del Rossi)
- RW 02/25 Adventure Shop Proposal (Action, Kinnally/Oswood)
- RW 03/25 Pool Lane Line Proposal (Action, Kinnally)
- RW 04/25 Fleet Vehicle Policy and Procedures Proposal (Action, Kinnally/Ureste)
- RW 05/25 NIRSA Regional Conference Involvement (Discussion, Morgan)
- RW 06/25 Review annual task list (Discussion, Del Rossi)

**Announcements**

**Adjournment**



California State University, San Bernardino  
Santos Manuel Student Union Board of Directors  
Recreation & Wellness Committee  
April 30, 2024 | 3:30pm

**MINUTES**

- Members Present:** Vilayat DelRossi, Sarah Dunn, Jennifer JJ Gless, Elmer Gutierrez, Candyce Jackson, Divya Madireddy, Joanne Maestre,
- Members Absent:** Angelica Agudo, Tenzin Urgen
- Staff Present:** Josie Delgado, Elizabeth Junker, Trent Morgan, Mark Oswood, Jenny Puccinelli
- Call to Order:** The meeting was called to order at 3:36pm.
- Roll Call:** A verbal roll call of members was conducted.

**Approval of Minutes:**

M/S DelRossi/Maestre motion to approve February 27, 2024 minutes.

**VOTE:** 5 In-Favor 0 Opposed 1 Abstentions

*Motion passed.*

**Open Forum:**

There were speakers present for the open forum.

**Adoption of Agenda:**

M/S Dunn/Jackson motion to adopt the agenda.

*Motion passed by consensus.*

**NEW BUSINESS**

RW 08/24 Approval of RecWell Policies (Action, DelRossi)

M/S DelRossi/Jackson motion to open RW 08/24 Approval of RecWell Policies.

Mr. Del Rossi provided an overview of all the feedback received by committee members over the last few months. He went through the full document and outlined what changes will be adopted to the RecWell Policies.

**VOTE:**           6 In-Favor               0 Opposed               1 Abstention  
*Motion passed.*

**Announcements/Program Updates**

- Coyote Fest this Friday, May 3, 2024. CSUSB students will receive an email with the event details.
- Mr. Del Rossi thanked Elmer for his years of service to the committee and the RecWell Department. His leadership and efforts are sincerely appreciated.

**Adjournment**

M/S Dunn/Jackson to adjourn meeting. The meeting was adjourned at 3:53 pm.

Reviewed and Respectfully Submitted by:

\_\_\_\_\_  
Elmer Gutierrez, Committee Chair

\_\_\_\_\_  
Date

## **Student Recreation & Wellness Center (SRWC) Adventure Shop Proposal**

10/4/24

### **Santos Manuel Student Union Board of Directors**

*Proposed by: Rec Well Committee Chair, Sean Kinnally, Associate Director of Operations and Mark Oswood, Adventure Coordinator*

#### **Proposal:**

The Recreation & Wellness Department is submitting the proposal to move Adventure to SMSU 114 aims to create a prominent space where students can easily see and engage with the program. By placing it at the heart of the SMSU, where students frequently gather, we can increase visibility and awareness of the Adventure Program. With Tangram's assistance, we plan to furnish SMSU 114 to better accommodate our Adventure Program needs for the new space. The items listed in the quote have been approved by our Adventure Coordinator to ensure the space meets the program's needs, providing a suitable environment for moving all the gear to SMSU South.

#### **Rational**

The purpose of this project is to increase the visibility and awareness of the Adventure Program, ensuring that all students at CSUSB are informed about the trips and equipment available to them. By enhancing the program's presence, we aim to make it clear what resources and opportunities students can access through our adventure program.

#### **Budget Impact:**

- The total cost of the project is not to exceed \$39,957.02. This cost will include everything listed in the quote. A 5% contingency has been put into place so that the project does not exceed \$41,954.87.
- Funding Source: Stateside Reserves
- Chartfield: 660061-FFD01-B0525

#### **Timeline:**

The project has a proposed completion by the beginning of Spring 2025.  
Attachment A: Quote/ Project and Scope  
Attached B: Tangram's Contract



1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

**Quote: 682378**

**Quote Date:** 08/28/24  
mm/dd/yy

**Project:** 677083

**Customer:** CSU800

**Terms:** CPO#/NET 30 DAYS

**Contact:** Kimberly Barnow

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

**Quote To**

CSUSB ACCOUNTS PAYABLE  
 CALIFORNIA STATE UNIVERSITY  
 5500 UNIVERSITY PARKWAY  
 San Bernardino CA 92407

**Ship To**

Mark Oswood  
 CALIFORNIA STATE UNIVERSITY  
 5500 UNIVERSITY PARKWAY  
 SMSU - SUITE 114  
 San Bernardino CA 92407

**Phone:** +1 (909) 537-5155  
**Fax** +1 (909) 880-7080

**Phone:** +1 (909) 537-3863

MOswood@csusb.edu

**Sales Location** NEWPORT BEACH SALES

**This Quote is Valid for 30 days.**

\*\*\*\*\*

Steelcase Contract #23Z03052 has been applied.

Sit-On-It OMNIA Partners Contract #R191803 has been applied.

\*\*\*\*\*

Client is responsible for proper care and cleaning of products. Please consult your Tangram representative for further information on appropriate cleaning procedures. Products whose materiality or appearance is affected by improper use of cleaning agents will not be covered by manufacturer warranty.

Prevailing Wage has been applied. Please provide DIR# or DIR Project # if applicable.

All product is made to order – No changes or cancellations after order placement. No returns.

Description	Quantity	Unit Price	Extended Price
-------------	----------	------------	----------------

ROOM 114

1	1123.BK1.MB.YE3.AR9 - Focus 2.0, Midback Mesh With Adjustable Lumbar, Enhanced Syncros w/ Seat Depth, Fully Adjustable (8-way) <b>Focus Mesh Colors:</b> <b>MC1:</b> Black Mesh <b>Y-Support Colors:</b> <b>YCC01:</b> Black <b>Accent Color Selection:</b> <b>LA1:</b> Onyx <b>Frame Colors:</b> <b>FC1:</b> Black Frame <b>BT1:</b> 5-Star Base <b>BC1:</b> Black Nylon Base <b>CS6:</b> Hard Floor and Carpet Casters	1	474.72	474.72
---	---	---	--------	--------

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

Quote: 682378  
 Page 2 / 6 (cont'd)

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
<b>1 Cylinder Height Option:</b> <b>CH1:</b> Standard Cylinder <b>Fabric or Leather Upholstery Selection:</b> <b>FABRIC:</b> Fabric Grade Selections <b>FG1:</b> Fabric Grade 1 <b>DASH:</b> Dash Color Selection <b>FOSSIL:</b> Dash Fossil <b>Packaging Options:</b> <b>UC:</b> Back Attached to Seat, Base Separate SITONIT <b>Tag For</b> ROOM 114 FOCUS			
<b>2 UFB - Bracket-Flush mount</b> STEELCASE <b>Tag For</b> ROOM 114 FMB	1	10.60	10.60
<b>3 UE24 - End support, 24D</b> <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 ES/24	1	194.24	194.24
<b>4 UE30 - End support, 30D</b> <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 ES/30	2	217.83	435.66
<b>5 TS4LSHPG - Leg-Standing height adjustable, Post, 27 3/8H to 44H</b> application <b>LEGS:</b> 4799 PLATINUM METALLIC <b>CAST OPT:</b> *OPT:OPTIONAL ON LEGS <b>LEVELERS:</b> STD:LEVELERS STEELCASE <b>Tag For</b> ROOM 114 AHL	4	128.65	514.60
<b>6 UPL - Post leg, Glides, 28 1/2H</b> <b>Leg Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 PL	2	58.03	116.06

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

**Quote: 682378**  
 Page 3 / 6 (cont'd)

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
<p>7 <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b>  <b>Size:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 36.00000  <b>Top Surface Finish:</b> Woodgrain HPL 2412 - NATURAL CHERRY  <b>Grain Direction:</b> Long Grain  <b>Edge Finish:</b> Plastic - PG1 6034 - NATURAL CHERRY  <b>Power Access:</b> No Power Access  <b>Scallop:</b> No Scallop  <b>Grommet:</b> 2 1/4" Grommet  <b>Grommet Location:</b> Center  <b>Cord Drop:</b> No Cord Drop            STEELCASE  <b>Tag For</b> ROOM 114                      24/36</p>	1	84.53	84.53
<p>8 <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b>  <b>Size:</b> Modular  <b>Depth:</b> 24.00000  <b>Width:</b> 60.00000  <b>Top Surface Finish:</b> Woodgrain HPL 2412 - NATURAL CHERRY  <b>Grain Direction:</b> Long Grain  <b>Edge Finish:</b> Plastic - PG1 6034 - NATURAL CHERRY  <b>Power Access:</b> No Power Access  <b>Scallop:</b> With Scallop  <b>Grommet:</b> No Grommet  <b>Cord Drop:</b> No Cord Drop            STEELCASE  <b>Tag For</b> ROOM 114                      24/60</p>	1	122.96	122.96
<p>9 <b>USWS - Worksurface-Straight, Laminate, Plastic edge profile</b>  <b>Size:</b> Modular  <b>Depth:</b> 36.00000  <b>Width:</b> 72.00000  <b>Top Surface Finish:</b> Woodgrain HPL 2412 - NATURAL CHERRY  <b>Grain Direction:</b> Long Grain  <b>Edge Finish:</b> Plastic - PG1 6034 - NATURAL CHERRY</p>	1	204.05	204.05

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

Quote: 682378  
 Page 4 / 6 (cont'd)

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
<b>9</b> <b>Power Access:</b> No Power Access <b>Scallop:</b> No Scallop <b>Grommet:</b> No Grommet <b>Cord Drop:</b> No Cord Drop STEELCASE <b>Tag For</b> ROOM 114 36/72			
<b>10</b> <b>TS7WKSPT66</b> - Reinforcing channel, 66W STEELCASE	1	20.14	20.14
<b>11</b> <b>TSATRC57</b> - Channel-Reinforcing, 57D STEELCASE <b>Tag For</b> ROOM 114 RC/57	1	22.68	22.68
<b>12</b> <b>AWAG2</b> - Grommet-Round, 2 1/2 dia <b>GROMMET:</b> 4799 PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 GROM	1	37.50	37.50
<b>13</b> <b>UMF21</b> - Panel, Full height, 21W <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 MP/21	1	93.01	93.01
<b>14</b> <b>UMF42</b> - Panel-Modesty, Full height, 42W <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC STEELCASE <b>Tag For</b> ROOM 114 MP/42	1	109.97	109.97
<b>15</b> <b>EACH</b> - MOBILE STORAGE CASE- -6 SHELF LEVELS -HEAVY DUTY WHEELS COLOR: WILSONART AMBER CHERRY 7919K-78 TABPRODUCT <b>Tag For</b> ROOM 114 BOOKCASE	13	1,963.00	25,519.00
<b>16</b> <b>RPCW</b> - Counterweight-Pedestal STEELCASE <b>Tag For</b> ROOM 114 CW	1	58.56	58.56
<b>17</b> <b>LOCK9201FR</b> - Lock Cylinder-FR Series, Polished Chrome	2	N/C	N/C

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_





1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

Quote: 682378  
 Page 5 / 6 (cont'd)

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
17 <b>LOCK:</b> 9201 POLISHED CHROME <b>KEYS:</b> SK SPEC 1-FR305 1-FR306 STEELCASE			
18 <b>RPF2427AF</b> - Pedestal-Fixed, 2 box / 1 file, Flush steel front, 22 5/8D x 15W x 27H <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC <b>Lock Finish:</b> POLISHED CHROME 9201 - POLISHED CHROME <b>Key:</b> KEY PLUG <b>Drawer:</b> FULL DRAWER <b>File Drawer Accessories:</b> DRAWERS WITH RAILS <b>Pull:</b> INTEGRAL PULL <b>Lock:</b> SINGLE LOCK STEELCASE <b>Tag For</b> ROOM 114 BBF/15	1	279.84	279.84
19 <b>RPM1821CF</b> - Pedestal-Mobile, Flush steel front, 17 1/2D x 15W <b>Basic Finish:</b> METALLIC PAINT 4799 - PLATINUM METALLIC <b>Lock Finish:</b> POLISHED CHROME 9201 - POLISHED CHROME <b>Key:</b> KEY PLUG <b>Top:</b> 1/8 INCH HIGH STEEL <b>Drawer:</b> FULL DRAWER <b>File Drawer Accessories:</b> DRAWERS WITH RAILS <b>Pull:</b> INTEGRAL PULL STEELCASE <b>Tag For</b> ROOM 114 BF	1	347.41	347.41
20 <b>TS4THR3060</b> - Top-Table, Rectangle, High pressure laminate, 30D x 60W <b>EDGE:</b> 6034 NATURAL CHERRY <b>TOP-SURF:</b> 2412 NATURAL CHERRY STEELCASE <b>Tag For</b> ROOM 114 30/60	1	214.55	214.55

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



1375 DOVE STREET, SUITE 300  
 NEWPORT BEACH, CA 92660  
 TEL: 949.955.6700  
 FAX: 949.955.6799  
 WWW.TANGRAMINTERIORS.COM

**Quote: 682378**  
 Page 6 / 6 (cont'd)

SANTA FE SPRINGS 562.365.5000 | BAKERSFIELD 661.397.5300 | FRESNO 559.275.4111 | DALLAS 214.902.7200

Description	Quantity	Unit Price	Extended Price
<b>Sub Total</b>			28,860.08
SAN BERNARDINO, CITY OF			288.63
SAN BERNARDINO, COUNTY OF			505.09
CALIFORNIA, STATE OF			1,731.59
<b>Total</b>			<b>31,385.39</b>
<b>21 FEE - DESIGN SERVICES (NON-TAXABLE) TANGRAM</b>	1	1,890.00	1,890.00
<b>22 PREVAILING WAGE FEE TO INSTALL NEW PRODUCT FOR CSUSB SMSU 114, PER PLAN, DURING NORMAL WORKING HOURS, M-F.</b>	1	6,144.00	6,144.00
ELEVATOR ACCESS REQUIRED. STAIR CARRY FEES NOT INCLUDED. (FEE)			
<b>Quotation Totals</b>			
<b>Sub Total</b>			36,894.08
SAN BERNARDINO, CITY OF			350.07
SAN BERNARDINO, COUNTY OF			612.64
CALIFORNIA, STATE OF			2,100.23
NON TAXABLE			0.00
<b>Grand Total</b>			<b>39,957.02</b>

End of Quotation

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

# CSUSB SMSU South 114 - 677083

## Project Address

Sales: Kimberly Barnow  
Design: Monica Serowski  
Project Manager: Emily Lang  
Client Support Specialist: Jeremy Roether

I, the customer, have reviewed the design package and understand that all options and finishes noted are final and approved for order.

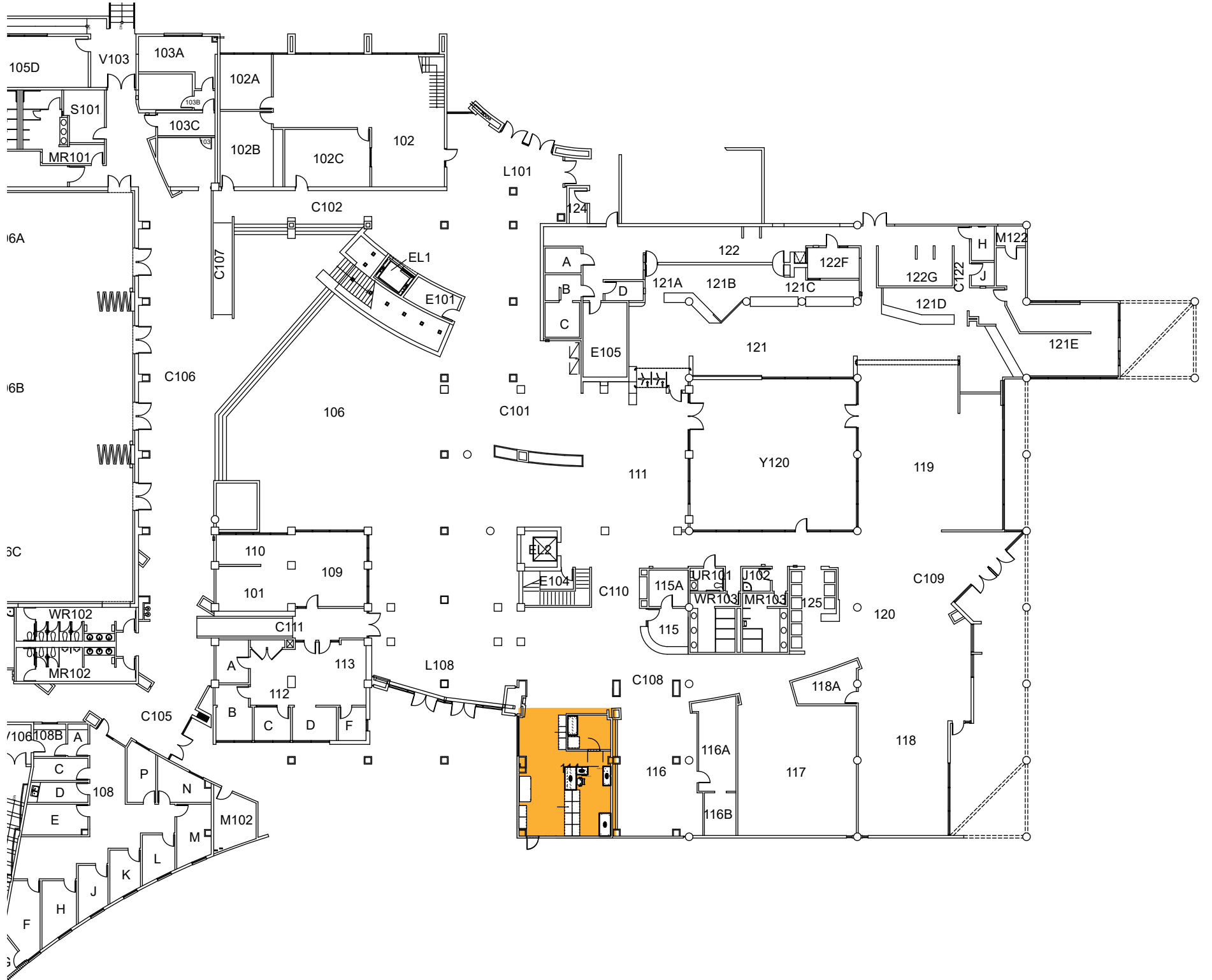
---

Client Signature

Date

# OVERALL FURNITURE PLAN

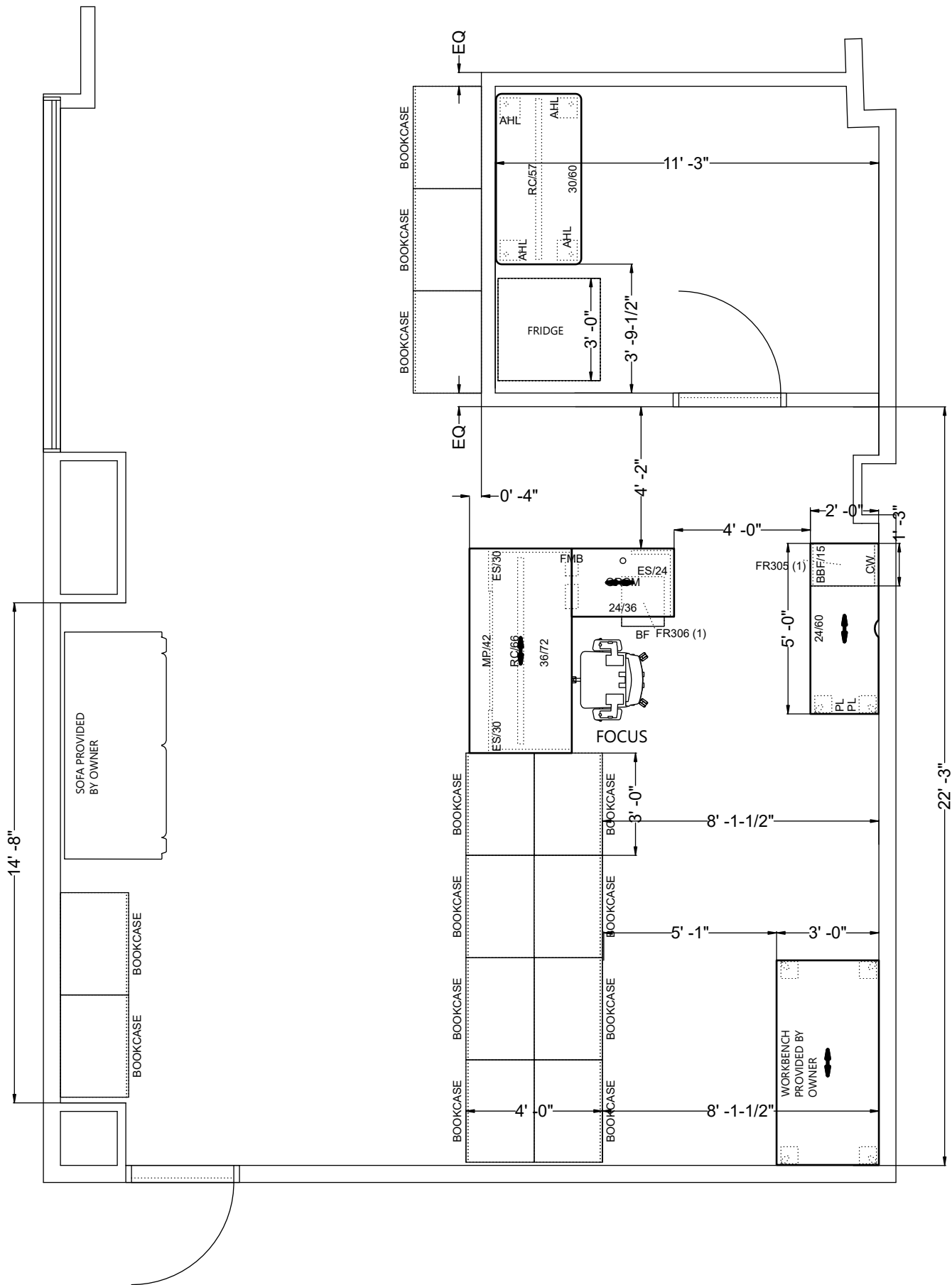
Level 01



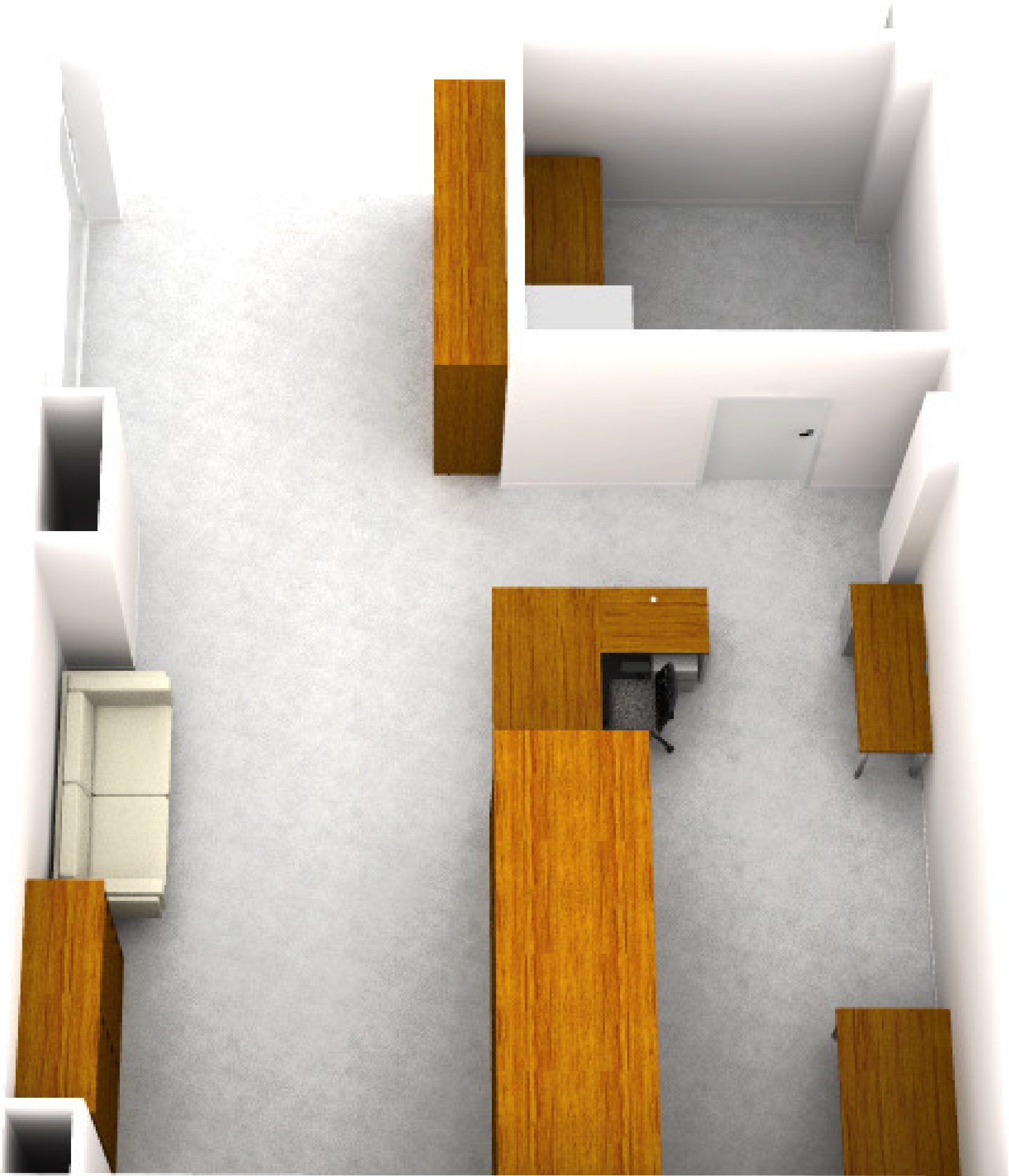
Scale 1/32" = 1'

# FURNITURE PLAN

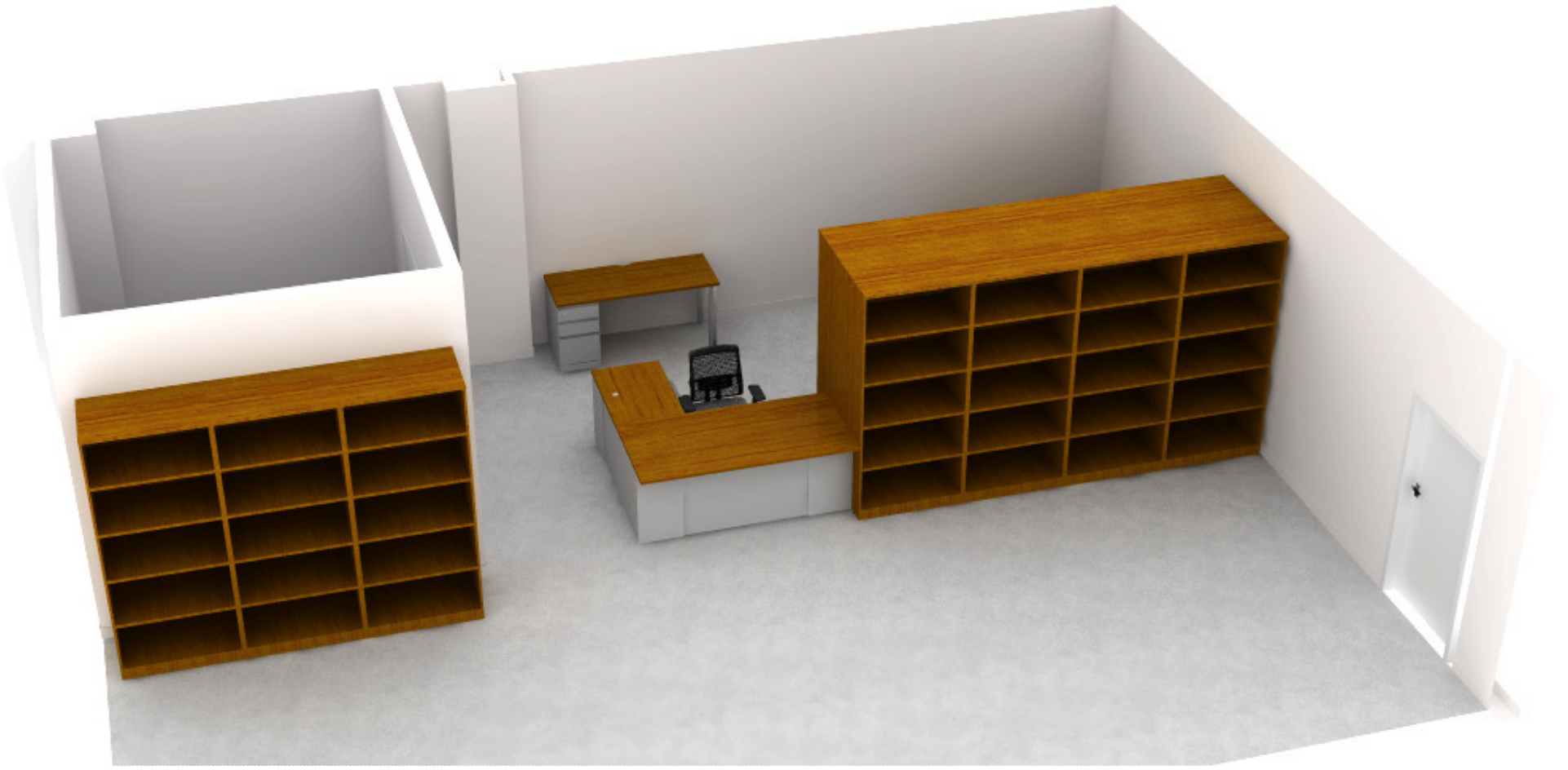
Level 01



Scale 1/4" = 1'



# RENDERINGS



# SPECIFICATIONS

## UNIVERSAL WORKSURFACES AND STORAGE

---

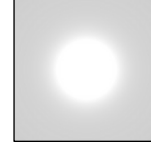
FRONT DESK: 72"W X 36"D DESK / 36"W X 24" RETURN  
- STRAIGHT TOP / FULL DEPTH / NO SCALLOP  
- SUPPORTS: END SUPPORT / FLUSH MOUNT BRACKET  
- MODESTY PANEL: FULL HEIGHT  
- GROMMET AT RETURN  
- MOBILE BF / FLUSH STEEL FRONT / 1/8" STEEL TOP / INTEGRAL J PULL / RAILS



2412: NATURAL CHERRY TOP LAMINATE FINISH



4799: PLATINUM METALLIC SUPPORTS / MODESTY / GROMMET FINISH



9201: POLISHED CHROME LOCK FINISH

DESK ALONG WALL: 60"W X 24"D  
- STRAIGHT TOP / FULL DEPTH / WITH SCALLOP  
- SUPPORTS: POST LEGS  
- FIXED PEDESTAL / BBF / FLUSH STEEL FRONT / INTEGRAL J PULLS/ RAILS

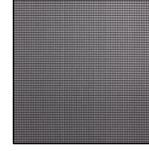
## TASK CHAIR

---

STYLE: SIT ON IT FOCUS 2.0 / MID BACK MESH  
- ADJUSTABLE LUMBAR  
- ENHANCED SYNCHRO WITH SEAT DEPTH  
- FULLY ADJUSTABLE ARMS (8-WAY)  
- 5 STAR BASE / BLACK NYLON BASE  
- HARD FLOOR AND CARPET CASTERS



FC1: BLACK FRAME FINISH



MC1: BLACK MESH FINISH



LA1: ONYX ACCENT COLOR FINISH



BC1: BLACK NYLON BASE FINISH



DASH FOSSIL FABRIC COLOR



YCC01: BLACK Y-SUPPORT FINISH

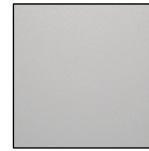
## TABLE

---

STYLE: GROUPWORKS, 60"W X 30"D  
- HPL WITH ROUNDED EDGES  
- LEGS: POST / 27 3/8-44"H APPLICATION  
- INCLUDES: LEVELERS



2412: NATURAL CHERRY TOP LAMINATE FINISH

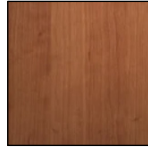


4799: PLATINUM METALLIC LEG FINISH

## BOOKCASES

---

STYLE: TAB  
- (13) 36"W X 24"D X 84"H  
- CASTER BASE  
- WOOD FINISH



1919K-78: WILSONART NATURAL CHERRY LAMINATE FINISH



## **Student Recreation & Wellness Center (SRWC) Pool Lane Line Replacement Proposal**

10/4/24

### **Santos Manuel Student Union Board of Directors**

*Proposed by: Rec Well Committee Chair, Sean Kinnally Associate Director of Operations*

#### **Proposal:**

The purpose of adding lane lines to the pool is to enhance the overall experience for swimmers by creating a well-organized and safe environment. The lanes will provide clear boundaries for different activities such as lap swimming, swim lessons, recreational swimming, and aquatic fitness programs. This will help manage pool traffic, reduce collisions, and allow multiple activities to occur simultaneously without interference. Facilities is asking all campus partners that use the pool to pay \$1,500 for new lane lines because they have reached the end of life. Three departments are Rec Well, Kinesiology department, and Facilities.

**Rationale:** Implementing lane lines in the pool serves several important functions. First, it ensures the safety of swimmers by providing clear divisions between different areas, minimizing the risk of accidents, and promoting a smooth flow of movement in the water. Swimmers of various skill levels and activities can coexist in a structured manner, preventing overcrowding and confusion.

Second, the lane lines allow for better utilization of the pool space by clearly separating areas designated for different purposes, such as competitive swim training, recreational swimming, and aquatic fitness classes. This increases the efficiency of pool operations and enhances the overall user experience. Additionally, structured lanes can help improve the quality of swim instruction and training by offering consistent, organized spaces for lessons and workouts.

#### **Budget Impact:**

- The total cost of the project is not to exceed \$1,500.
- Funding Source: Stateside Reserves
- Chartfield: 660061-FFD01-B0525

#### **Timeline:**

Once approved will be ordered by facilities and installed by the end of the 2024 Fall semester.

Attachment A: Quote



**ESTIMATE**

CSU San Bernardino  
Lane Lines

Order # 284460  
Date 09/17/24  
Consultant Brandon Moore  
WQA Kim Slick  
Billing Terms Net 30

**Proposed To**

CSU San Bernardino  
Brian Worcester  
5500 University Parkway  
San Bernardino, CA 92407-2397

**Ship To**

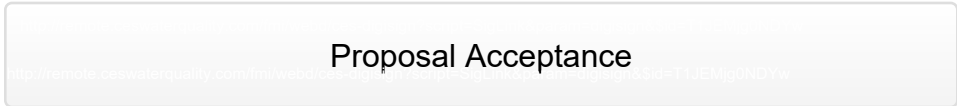
CSU San Bernardino  
Jesse Ochoa  
5500 University Pkwy  
San Bernardino, CA 92407-2318  
Phone: (909) 537-5000 Fax: (909) 880-7080  
Courier Service  
BEST WAY

**Order Items**

Line Item Code	Description	Quantity	Unit Price	Item Total
EP-412-00001 6 lines @ 78'6"	Custom Lane Line 4"	471	6.00	2,826.00
EP-412-00012	S Hook and Take-Up Reel Kit	6	126.00	756.00

Subtotal	3,582.00
Adjustment	0.00
CC Surcharge	0.00
<b>Total</b>	<b>3,582.00</b>
Shipping	587.46
Tax	313.43
<b>Grand Total</b>	<b>4,482.89</b>
Payments	0.00

Please click link below to digitally accept this proposal



Signature \_\_\_\_\_ Date \_\_\_\_\_

We are pleased to submit the above package for your consideration.

- Terms & Conditions:
1. Payment terms are subject to the credit agreement you have on file with KSI.
  2. A deposit may be required to process your order
  3. Orders over \$5,000 paid by credit card will incur a 3% processing fee.
  4. 18% APR is charged on all past due invoices
  5. Pricing is valid for 30 days from date of this Estimate, after which is subject to change.
  6. If applicable, returns must be pre-approved, shipped prepaid and accompany written RMA.
  7. Minimum 20% restocking fee applies to all returns, % is based on actual manufacturer restock fee.
  8. Freight cost is an estimate only and actual freight may be different at time of shipping.
  9. Order is subject to applicable sales tax to ship point



Knorr Systems, Int'l. \* Since 1977 \* (800) 676-7946 \* [www.aquafinity.com](http://www.aquafinity.com)  
Aquafinity \* Santa Ana CA \* Livermore CA



## **Student Recreation & Wellness Center (SRWC) Use of Fleet & Personal Vehicle Policy and Procedures Proposal**

10/4/24

### **Santos Manuel Student Union Board of Directors**

*Proposed by: Rec Well Committee Chair, Sean Kinnally, Associate Director of Operations*

#### **Proposal:**

The purpose of this proposal is to outline the policies and procedures governing the use of University and Santos Manuel Student Union (SMSU) vehicles by employees and volunteers in the Recreation & Wellness Department. This policy applies to all state vehicles issued to university departments, university-owned carts, rental vehicles, and purchased university vehicles. It encompasses Class C vehicles (rented or university-owned), Class B vehicles (rented, university-owned, or personal vehicles used for state or SMSU business), and all drivers, including employees and volunteers, must complete training requirements to use vehicles for our department.

#### **Rational**

Safety: The primary goal of this policy is to provide and maintain a safe working environment for employees, volunteers, and the public. Recreation & Wellness is dedicated to fostering safety awareness and responsible driving behavior among those authorized to operate University vehicles.

Training and Awareness: The policy aims to promote a higher level of safety awareness through training. Employees and volunteers will receive training on responsible vehicle operation to prevent accidents, personal injury, and property loss.

Compliance: Strict adherence to the policy is required. Unlicensed or minor individuals are prohibited from operating any University or SMSU-owned, leased, or rented vehicles. Only those who meet the defined criteria are permitted to drive these vehicles by fulfilling the five requirements for van operation or the three requirements for golf cart operation.

#### **Timeline:**

A partial implementation has already been completed for safety, following management recommendations. Full implementation will occur after final approval from the Board of Directors.

Attachment A: Policy Draft

**CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO  
SANTOS MANUEL STUDENT UNION**

**OPERATIONS POLICY**

**SUBJECT: Use of Fleet and Personal Vehicle Policy**

**REFERENCE: xxxxxxxxxxxx**

Santos Manuel Student Union (SMSU) employees and volunteers operating University vehicles must adhere to this policy. It applies to all university-owned, SMSU-owned, or rental vehicles, including Class C and Class B vehicles, as well as personal vehicles used for University or SMSU business.

Policy:

The policy aims to provide and maintain a safe working environment for employees, volunteers, and the citizens of the community where we conduct business.

SMSU considers the use of automobiles, electric golf carts, and utility vehicles as part of the working environment. We are committed to promoting and training a heightened level of safety awareness and responsible driving behavior in our employees and volunteers. Our efforts and the commitment of employees and volunteers will prevent vehicle accidents and reduce personal injury and property loss claims.

Under no circumstances is an unlicensed or minor individual permitted to operate a university or SMSU owned, leased, or rented vehicle. Only university employees and volunteers may drive university vehicles. This program requires the full cooperation of each driver to operate their vehicle safely and adhere to the responsibilities outline in this policy.

**Basic Class C Vehicles - rental or campus-owned:**

- A Class C vehicle is defined as
  - o Any 2-axle vehicle with a GVWR of 26,000 pounds or less, or
  - o Any 3-axle vehicle weighing 6,000 pounds or less.
  - o Vanpool vehicle designed to carry more than 10 persons, but no more than 15 persons including the driver.

**Commercial Class B Vehicles - rented or campus-owned:**

- A Class B vehicle is defined as
  - o A single vehicle with a GVWR of more than 26,000 lbs.
  - o A 3-axle vehicle weighing over 6,000 lbs.
  - o A bus (except a trailer bus), with endorsement.

California Vehicle Code section 233 (a) states that any vehicle designed, used, or maintained for carrying more than 15 persons, including the driver, is a bus.

- Drivers of Class B vehicles must be compliant with all aspects of the campus Class B program, in addition to possessing a valid CSUSB Defensive Driving Training card from Parking Services, a valid California Class B Driver's License, and an acceptable driver record.
- The Class B program applies to all Class B vehicles used for CSUSB business - whether state-owned, rented, or otherwise.

**Carts – university or SMSU owned:**

- Carts are defined as vehicles powered by electricity, gasoline, or diesel and are not legal to drive on public roads. Carts, and their purchase and use, fall under the Vehicle Use Policy.
- Carts may not be driven on public roads, but may be driven on campus roadways. Carts are not to be driven on some campus walkways. Campus maps which indicate where carts can be driven are available from the Facilities Management, Public Safety, Parking Services, and Facilities Planning, Design and Construction departments.
- Operators of carts must possess a valid CSUSB Defensive Driving Training card from Parking Services, a valid California Driver's License, and an acceptable driver record.
- Cart purchases follow the same procedures as other vehicles: provide the Facilities Management Director and Certificate in Motor Vehicle Injuries with a 14-day written notification/intent to purchase a vehicle, obtain written approval from the Facilities Management Director and the (CMVI) Certificate in Motor Vehicle Injuries; and become aware of applicable regulations and California environmental goals.
- Carts must be maintained on a regular basis. This can be done by Facilities Management on a chargeback basis or by an outside vendor with approval from Facilities Management. All receipts for outsourced repairs need to be forwarded to the (CMVI) Certificate in Motor Vehicle Injuries so that vehicle records can be updated. For vehicle/cart maintenance, please submit work orders to the fleet vehicle administrators: Alicia Ureste ([aureste@csusb.edu](mailto:aureste@csusb.edu)), RecWell Operations Coordinator or Sean Kinnally ([sean.kinnally@csusb.edu](mailto:sean.kinnally@csusb.edu)), RecWell Associate Director or Operations. Upon receiving your request, we will initiate a work order for the maintenance.
- Drivers and departments are responsible for forwarding vehicle records to the CMVI in compliance with various state and other regulatory authorities, including Trip/Daily

Operator Checklists and vehicle inspections. [Golf Cart Procedures Daily Checks](#) |  
[Recreation Wellness Center | CSUSB](#)

-

#### **Driving a personal vehicle on state or SMSU business:**

- Employees driving their personal vehicle on university business must possess a valid CSUSB Defensive Driving Training card from Parking Services, a valid Driver's License, and an acceptable driver record.
- Additionally, the employee must have a current "Authorization to Use Privately Owned Vehicles" form (STD 261) on file with their department. The form is available from the Risk Management website. Please contact Risk Management for updated information about the form and related procedures.
- Campus accident guidelines also apply to personal vehicles used on state business. Drivers must report accident involvement or vehicle damage on the Vehicle Accident Report (STD270) form within 48 hours to the Office of Risk Management. This form is available from the Risk Management website.
- [Vehicle Accident Information Card \(STD 269\)](#)
- [Vehicle Accident Report \(STD 270\)](#)
- [State Driver Accident Review \(STD 274\)](#)

#### **Safe Operation**

In this SMSU policy, each vehicle driver must possess a valid CSUSB (California State University, San Bernardino) Defensive Driving Training card (Driver's Education Training card), from Parking Services. A valid California Driver's License, and an acceptable driver record (including campus issued vehicles and personal vehicles used for state, SMSU, or foundation business). Each employee and volunteer must satisfactorily complete a CSU approved defensive driving course and maintain a good driving record. For those who drive on university, SMSU, or state business, they must complete defensive driving training every 4 years.

If a person has not completed such a course, a non-renewable, temporary permit to drive to a university, private or personal vehicle may be issued. This permit is valid only until defensive driving training can be scheduled, but no more than 90 days (about 3 months) after issuance of the permit. Fleet vehicle administrators are the only ones that can authorize and provide temporary permit.

**Effective October 1<sup>st</sup>, 2024, Anyone Driving a Recreation & Wellness vehicle must:**

Complete all the trainings below:

**Outline Checklist requirements:**

1. Complete Campus Defensive Driving Course
2. Signed State Volunteer Form
3. Complete the online Fleet Vehicle Course
4. Complete Fleet Vehicle Course Exam
5. Driving Test

**Golf Cart Checklist requirement:**

1. Complete Campus Defensive Driving Course
2. Signed State Volunteer Form
3. Golf cart driving test

When considering a 12-passenger van, both loading a roof rack and towing a trailer can pose risks to vehicle stability and control. However, the risks associated with a roof rack are more significant. Due to these risks, Recreation & Wellness will not use roof racks on 12-passenger vans. Instead, we will exclusively use trailers for transporting gear or other items. Towing a trailer provides a more comfortable, secure, and durable option.

**Authorization**

SMSU employees and volunteers must also sign a certificate required before an employee or volunteer is authorized to drive a university vehicle, cart, or private vehicle on university or state business. This certificate shall be signed each time the employee / volunteers accepts the keys to a university vehicle from the vehicle fleet administrators.

**Sample:**

“I am in possession of a valid California or other State driver 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 of more than three thereof) during the past twelve-month period”

Signed: -----

**This will be added to the Vehicle Procedures Daily Checks**

I hold a valid driver's license from California. I confirm that in the past twelve months, I have not received more than three moving violations, been responsible for more than three accidents, or had a combination of more than three violations and accidents.

Additionally, I have successfully completed the required checklist to drive state vehicles, which includes:

Completing the Campus Defensive Driving Course

Signing the State Volunteer Form

Completing the online Fleet Vehicle Course

Passing the Fleet Vehicle Course Exam

Passing the Driving Test.

Sign\_\_\_\_\_

**Safety Commitment**

The goal is to provide and maintain a safe working environment to protect our employees, volunteers, and the citizens of the community- based business from injury and property loss. The University and the Recreation and Wellness, consider the use of automobiles, electric golf carts, and utility vehicles as part of our working environment.

SMSU is committed to promoting and training a heightened level of safety awareness and responsible driving behavior in its employees and volunteers. Our efforts and the commitment of employees and volunteers will prevent vehicle collisions and reduce personal injury and property loss claims. The fleet vehicle administrators will conduct random checks and safety audits to ensure compliance with safety protocols and standards.

SMSU is responsible for managing and enforcing this policy, including:

- Implementing and overseeing the Fleet Safety Program.
- Ensuring all employees and volunteers who operate university vehicles meet the program's requirements.



## Repercussions for Non-Compliance and Accidents

If a driver is involved in an accident on university, SMSU, or state business, including fleet vehicle or private vehicle, the following repercussions will apply:

- **Immediate Suspension:** Any driver involved in an accident will be immediately suspended from driving duties pending a review of the accident's specifics. Any exceptions must have prior approval of the Director or designee.
- **At-Fault Accidents:** If the driver is found to be at fault for the accident, a minimum suspension of 6 months from driving CSUSB fleet vehicles will be enforced.
- **Approval Review:** Prior to reinstatement of driving privileges, the at-fault driver will be subject to complete all training again. Subject to CA Pull Program to review points on license before driving privileges are reinstated.

## Driver Responsibilities

**Safe Driving Practices:** Always prioritize safe driving habits. The Smith System is a recommended approach that emphasizes five key principles:

1. **Aim High in Steering:** Focus your vision far ahead for better hazard anticipation.
2. **Get the Big Picture:** Be aware of everything around your vehicle, including blind spots and potential hazards.
3. **Keep Your Eyes Moving:** Regularly scan your surroundings to stay alert and avoid fixation.
4. **Give Yourself an Escape Route:** Keep a safe distance between your vehicle and the one ahead to allow room for unexpected situations.
5. **Ensure You're Visible:** Clearly signal your intentions to other drivers by using turn signals and making eye contact.

**Smart Parking:** Whenever possible, park in a way that allows you to pull straight in and avoid backing up. This minimizes blind spots and the risk of collisions. Vans are too large to fit in parking garages. To prevent property damage, please note that vans are not permitted in any parking garages.

**Backing Up Safely:** If backing up is necessary:

- Use a short honk to get attention, but do not rely solely on it.

- Back up slowly and cautiously.
- If your view is obstructed, get out and check your surroundings before proceeding. Remember, "If you don't know, you don't go!"
- Use a guide when available

**Seat Belt Policy:** Seat belts are mandatory for the driver and all passengers in any vehicle used for university business.

**Vehicle Inspections:** Always inspect the vehicle before each use and ensure the trip log is current. Complete the pre-trip vehicle inspection form and, upon return, submit both the pre-trip and post-trip inspection reports via online portal

**No Drinking and Driving:** California State Universities (CSUs) prohibit drinking and driving on campus grounds and in state vehicles.

#### **Required Documentation:**

- **Trip Documentation:** All drivers of department vehicles must complete a Travel Log (Form STD 273) regardless of the trip's length.
- **Exceptions:** This requirement does not apply to private vehicles used for official business, motorcycles, golf carts, large trucks (over one ton), or heavy equipment used solely on campus grounds.
- **Vehicle Procedures Daily Checklist:** Before driving a department owned, leased or rented vehicle complete the [Vehicle Procedures Daily Checklist](#). Only one checklist per day unless vehicle condition changes.

#### **What to Do in Case of an Accident or Theft to Vehicle:**

1. **Call 911:** Immediately call 911 to report the emergency. Also notify CSUSB campus police at (909) 537-5165.
2. **Gather Information:** Get the names, addresses, driver's license numbers, insurance details (company and policy number) of everyone involved in the accident. Also, record the names and addresses of any injured people and witnesses. Take pictures of the scene and document everything on the Accident Report Form provided. **Important:** Do not discuss who is at fault or sign anything except for authorized representatives:
  - CSUSB Recreation & Wellness
  - Police Officer
  - CSUSB Representative

3. **Contact Us:** Immediately notify Vilayat Del Rossi (562-477-4657), Director Recreation & Wellness Department; Mark Oswood (909-496-2123), Adventures Coordinator; Sean Kinnally (951) 210-0491, Associate Director of Operations; or Alicia Ureste (714-330-8813), Operations Coordinator.
4. **Accident Documentation:** Following an accident, please complete the accident report form in its entirety. File a detailed report of the accident using the designated form(s). If a police report is filed, submit a copy along with a brief memo outlining any additional details to Recreation & Wellness. Forms 269, 270 and 274 need to be completed within 48 hours (about 2 days) of the accident and submitted to Risk Management. [Vehicle Accident Information Card \(STD 269\)](#), [Vehicle Accident Report \(STD 270\)](#) , [State Driver Accident Review \(STD 274\)](#)
5. **Accident Reporting Kits:** All CSUSB vehicles should have an accident reporting kit in the glove box. It should contain an accident report form STD 269, a pen or pencil, and a disposable camera.
6. **Vehicle Repairs:** The SMSU's insurance company, Alliant, will contact Recreation & Wellness to arrange vehicle repairs. **Do not** get repairs started before receiving authorization from Alliant.

### **Injury/Incident Reporting Forms:**

#### **Vehicles**

- Form: [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#)
- Form: [Vehicle Accident Information Card \(STD 269\)](#)
- Form: [Vehicle Accident Report \(STD 270\)](#)
- Form: [State Driver Accident Review \(STD 274\)](#)
- Resource: [CSU Vehicle Use Guidelines](#)
- Resource: [Instructions on Completing Vehicle Accident Reporting Forms](#)

### **Vehicle Check out process:**

Complete the Van Check-Out Form on Recreation & Wellness Website

- Link: <https://www.csusb.edu/recreation-wellness/employee-resources/van-online-checkout-request>

### **Vehicle Cleaning:**

- All vehicles must be thoroughly cleaned, inside and outside regularly.
- Remove all trash from the vehicle.
- Vacuum the interior to maintain a professional appearance weekly.
- Vans will be washed off campus at Kendall Car Wash every other week.
  - o **Address:** 894 Kendall Dr, San Bernardino, CA 92407
  
- **Prohibited:** Vans are not allowed to be washed at any other car washes that the one listed above without prior approval from fleet vehicle administrators.

**Parking:** Vehicles should be parked overnight in lot A in section A-4, near the police department. This promotes efficient organization and vehicle retrieval.

**Vehicle Procedures Daily Checks:** Complete form before starting and ending each trip, and before returning the keys.

<https://www.csusb.edu/recreation-wellness/employee-resources/vehicle-procedures-daily-checks>

**Check-Out Keys:** At the front desk with membership staff. The person taking the keys will sign the waiver when checking them out in Fusion.

**Return Keys:** If the facility is closed, return the keys to the key drop-off box at the front desk. If the facility is open, please check the keys back in with membership staff, and the OM will return them to the key box.

**Inspection Schedule:** A comprehensive inspection of all vans will be conducted every Tuesday. Photographic documentation will be captured during each inspection to create a detailed record of the vehicle's condition.

**Tire Pressure:** The NHTSA suggests rear tire pressure of 80 psi for 12-passenger vans, while front tires should be at 45-55 psi. However, ideal tire pressure can vary by vehicle. Consult your owner's manual or tire placard for specific recommendations.

**Driver Hours of Service:**

- CSUSB employees and volunteers are allowed to drive a maximum of eight consecutive hours.

- A mandatory eight-hour rest period is required before resuming driving duties.

**Driver Relief:**

- Following eight hours of driving, a rested driver must replace the current driver.

**Driver Safety:**

- Safe operation of a motor vehicle requires constant vigilance. Drivers must prioritize alertness to prevent accidents caused by fatigue.
- Drowsy driving is equivalent to driving under the influence of drugs or alcohol. The Centers for Disease Control and Prevention (CDC) reports that eighteen hours of sleep deprivation equates to a Blood Alcohol Content (BAC) of .05%.

**Driving Restrictions:**

- For safety reasons, CSUSB employees and volunteers cannot plan to drive between 10:00 PM and 6:00 AM. All travel should be planned outside of these hours.
- Direct supervisor approval must be obtained to continue to travel between 10pm-12:00am
- No travel is permitted between 12:00am-6am without explicit approval from the Director of Recreation & Wellness or designee.
- No towing of other motorized vehicles.
- No unauthorized transportation of flammable liquids / gases.
- Use of mobile phones while driving (passenger may assist)
- Do not transport unknow passengers.

**Preventative Maintenance:**

- The minimum preventative maintenance inspection service schedule will ensure campus - owned vehicles are operationally safe, cost effective to operate, and comply with warranty requirements.
- Every 6 months or 4,000 miles, whichever comes first: Change oil and oil filter; check steering gear; lubricate chassis; inspect air cleaner, differential, batteries, master cylinder, transmission, radiator and tires; and top off low fluid levels.
- Every 12 months or 12,000 miles, whichever comes first: Includes all 4,000-mile work plus the following: inspect (clean and replace as necessary) air cleaner, fuel filter, brakes, belts, exhaust system, fuel system, cooling system, suspension system, emission system, U-joint, wheels and tires, ignition, throttle body, engine and engine mountings, rear axle, under vehicle for signs of leakage, and all lights, instruments and gauges. This service also includes a road test for performance, general operation, and unusual noises.

- Automotive Maintenance will schedule the 6 months/4,000 miles and 12 months/12,000 miles service and inspection and notify the department in advance. Departments with university-owned vehicles are responsible for notifying Automotive Maintenance if the mileage reaches 4,000 before the 6-month maintenance period ends and 12,000 miles before the 12-month period ends. Departments are also responsible for scheduling additional preventative maintenance services called for in the vehicle Owner's Manual, if any.
- Electric vehicle battery levels shall be inspected monthly. Vehicle operators are responsible for ensuring the battery water levels are checked monthly and may request assistance from the Automotive Maintenance department at no charge.

**Reservation Procedure:**

- 1) Adobe Request form to [sean.kinnally@csusb.edu](mailto:sean.kinnally@csusb.edu), [josie.delgado@csusb.edu](mailto:josie.delgado@csusb.edu) and [aureste@csusb.edu](mailto:aureste@csusb.edu) . Reservations will be made through our website for Fusion requests.
- 2.) Upon approval directions for pick up and usage instructions will be emailed to the requestor.

**Policy Review:**

This policy will be reviewed bi-annually to ensure continued accountability and alignment with CSUSB organizational safety standards. Regular reviews will be incorporated into the organization's broader policy revision process throughout the year.

**APPENDIX A: Self Insurance Program**

**SAM - INSURANCE SURETY BONDS**

**MOTOR VEHICLE LIABILITY SELF w INSURANCE PROGRAM (Revised 3/14)**

The **ORIM** administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-insured liability coverage for the state, 2420 agencies, and employees who operate covered self-propelled land vehicles on state business (California Vehicle Code Sections 17000 and 17001). Effective January 1, 2004, liability coverage is limited to \$1 million per occurrence/accident when the state vehicle is operated by a non-salaried employee (i.e. student assistant, volunteer, etc.) on state business. The driver's employing department/agency will be financially responsible for the payment of any claims, settlements, judgments or verdicts in excess of \$1 million. With the exception of peace officers as defined in **Insurance Code Section 557.5**, the VELSIP provides excess liability coverage for state employees on state business while driving non-state vehicles, but only after the vehicle owner's liability policy limits have been paid. The VELSIP does not provide coverage for injury to state employees nor for damage to state vehicles. Employee injuries are handled through Workers' Compensation coverage. Damage to state vehicles are handled through the budget of the owning state agency.

Rev.425

**STATE ADMINISTRATIVE MANUAL**

<b>MANAGEMENT MEMO</b>	NUMBER: <b>24-01</b>	
	EFFECTIVE DATE: <b>JULY 1, 2024</b>	
SUBJECT:  <b>STATE MOTOR VEHICLE INSURANCE ACCOUNT 2024-25 FISCAL YEAR ASSESSMENT</b>	EXPIRES: <b>END OF FISCAL YEAR</b>	SUPERSEDES: <b>23-01</b>
	ISSUING AGENCY:  <b>DEPARTMENT OF GENERAL SERVICES</b>	

**Purpose**

**To provide state agencies information on their State Motor Vehicle Insurance Account (SMVIA) assessment for the 2024-25 Fiscal Year (FY).**

**Authority**

**Government Code Sections 11290 (a), 16378, 16379**

**State Administrative Manual (SAM) 2420, 0751, 0752, 0753, 2430, 4122**

**Definitions**

**None.**

**Policy**

Pursuant to SAM Section 2420, the Department of General Services (DGS) administers the State Motor Vehicle Liability Self-Insurance Program (VELSIP), which provides unlimited self-Insured liability coverage for the state, agencies, and employees who operate covered self-propelled land vehicles on state business.

**Background**

DGS administers the SMVIA which is funded through assessments charged to state agencies that utilize vehicles/equipment for their operations. SMVIA funds are utilized to pay claims for damages as a result of the ownership or operation of motor vehicles used in the course and scope of state employment. The assessment reflects the projected amount to be expended to pay claim settlements and administrative expenses such as adjusting and defense costs. Rising costs for medical and legal services as well as higher settlements and verdicts are reflected in the assessments.

The 2024-25 FY assessment calculations are based on each state agency's claim experience for the last five calendar years ending December 31, 2023.

State agencies that own more than 300 vehicles are rated on their own claims experience; State agencies with fewer than 300 vehicles are generally grouped together in an "All Other Departments" and experience rated as though they were one entity.

Appendix A reflects the 2024-25 FY assessments for 24 separately rated departments and the All Other Departments.



The assessment for the All Other Departments category will be distributed to departments in this group on a per vehicle basis using the reported vehicle inventory as of December 31, 2023, from the DGS Office of Fleet and Asset Management. For FY 2024/25, the average rate for this group is calculated at \$836 per vehicle.

### **Responsibilities**

State agencies can help minimize and/or reduce losses by following state policies and recommended practices on vehicle use and operator requirements:

#### **Driver's License and Record Verification (SAM section 0751)**

Employees who operate vehicles on official business must have a valid driver's license and a good driving record.

#### **OMV- Employer Pull Notice Program (SAM section 0751)**

Agencies shall participate in the Department of Motor Vehicles (OMV) "Pull Notice Program" if they have employees who operate vehicles on official business as a condition of employment for Class A, B, or Class C drivers' licenses with special certificates.

#### **Authorized Driver's**

- State employees, 18 years of age or older, with a valid driver's license, insurance, and a good driving record.
- Students and volunteers operating vehicles on official State business.

#### **Vehicle Telematics (SAM section 4122)**

Global Positioning Satellite (GPS) telematics devices provide information which is vital for proper fleet management and driver safety. Telematics devices enable efficient fleet management by providing real time vehicle usage data such as miles traveled, fuel consumption, electric vehicle charging and potential cost savings opportunities.

#### **Defensive Driver Training (SAM sections 0751 and 0752)**

Employees who operate vehicles on official business shall attend and successfully complete an approved DGS defensive driver training (DDT) course at least every four years. Due to a reorganization in 2023-24, DGS removed DDT from the MVIA. Departments are issued a separate assessment for this service.

**Use of Private Vehicles on State Business** (SAM section [0753](#))

Employees operating their private vehicle on official business must complete a STD. 261, Authorization to Use Privately Owned Vehicles on State Business. This form certifies liability insurance for the minimum financial responsibility limits as set forth in statute. The following minimum amounts of auto liability insurance coverage are required by California state law:

- \$ 15,000 for personal injury to, or death of, one person
  - \$ 30,000 for personal injury to two or more persons in one accident, and
  - \$ 5,000 for property damage
- 
- Additionally, the employee certifies the vehicle is adequate for the work, equipped with operating safety belts and is in safe mechanical condition.

**Reporting Accidents** (SAM section [2430](#))

Report all vehicle accidents within 2 business days to the Office of Risk & Insurance Management (ORIM) using the STD. 270, Vehicle Accident Report form.

**Resources**

- [STD 270 - Vehicle Accident Report form](#)
- [DMV Employer Pull Notice Program](#)
- [ORIM Motor Vehicle Claims Unit website](#)
- [Defensive Driver Training](#)

**Contact Information**

Questions concerning the **State Motor Vehicle Insurance Account 2024-25 Fiscal Year Assessment** should be directed to:

Kevin  
Tateyama  
Administrative  
Unit  
Telephone:  
(279) 946-  
8143  
Email: [orimadmin@dgs.ca.gov](mailto:orimadmin@dgs.ca.gov)

**Approval**

Ana M. Lasso,  
Director  
Department of  
General Services

**APPENDIX A**

<b>Department</b>	<b>2024-25 Assessment</b>	<b>2023-24 Assessment</b>
Cal Fire	\$3,432,299	\$3,013,425
Conservation Corps	\$191,305	\$85,913
Consumer Affairs	\$570,470	\$571,241
Corrections	\$5,818,163	\$3,696,264
Developmental Services	\$16,612	\$15,433
District Ag Associations	\$74,820	\$44,808
Employment Development Dept.	\$291,798	\$244,265
Emergency Services	\$595,944	\$1,027,876
Fish and Wildlife	\$1,083,802	\$564,476
Food & Agriculture	\$555,323	\$691,849
General Services	\$6,612,944	\$5,380,098
Highway Patrol	\$23,306,941	\$16,898,331
Insurance	\$141,524	\$47,804
Judicial Council	\$82,549	\$32,389
Justice	\$157,876	\$137,609
Lottery	\$186,250	\$147,197
Motor Vehicles	\$388,103	\$326,861

Parks & Rec	\$3,277,780	\$1,654,928
Prison Industry Auth.	\$38,559	\$24,068
State Hospitals	\$56,534	\$38,918
State University	\$4,024,469	\$2,641,852
Transportation	\$20,147,955	\$16,333,434
Veterans	\$2,536	\$14,158
Water Resources	\$437,358	\$329,342
All Other Departments	\$1,362,620	\$531,337
<b>Total</b>	<b>\$72,854,534</b>	<b>\$54,493,876</b>

\*District Agricultural Association group includes California Exposition.

\*\*Per Vehicle charge is \$836

\*\*\*Total includes expected claims to be paid, administrative

## **APPENDIX B: Referenced Forms**

1. **Operator Checklists and vehicle inspections:** <https://www.csusb.edu/recreation-wellness/employee-resources/vehicle-procedures-daily-checks>
2. **CSUSB Defensive Driving Course:** <https://www.csusb.edu/parking/parking-enforcement/defensive-driving-course>
3. **Injury/Incident Reporting Forms:**
4. **Form: [Accident Report \(Other than Motor Vehicle, STD 268\)](#)**
5. **Form: [Supervisor's First Report of Incident \(Step 1 of 2\)](#)**
6. **Form: [Supervisor's Incident Report \(Step 2 of 2\)](#)**
7. **Form: [Workers' Compensation Claim Form \(DWC-1\) & Notice of Potential Eligibility](#)**
8. **Resource: [How to Submit the Supervisor's First Report](#)**
9. **Resource: [How to Submit the Incident Report](#)**

### **Vehicles**

10. **Form: [Authorization to Use Privately Owned Vehicles on State Business \(STD 261\)](#)**
11. **Form: [Vehicle Accident Information Card \(STD 269\)](#)**
12. **Form: [Vehicle Accident Report \(STD 270\)](#)**
13. **Form: [State Driver Accident Review \(STD 274\)](#)**
14. **Resource: [CSU Vehicle Use Guidelines](#)**
15. **Resource: [Instructions on Completing Vehicle Accident Reporting Forms](#)**

**APPENDIX C: CSUSB Risk Management Pamphlet on Vehicle Accidents**

**{INSERT CAMPUS PAMPHLET HERE}**

# RecWell Committee

## 2024-25 Spring Task List (tentative)

### September

- Selection of Committee Chair
- Fleet Vehicle Risk Management Program Review
- Adventure Shop Funding Proposal
- NIRSA Regional Conference (11/4-11/6; Las Vegas) Participation – 1 slot open for committee member
- Discuss other tasks and initiatives that are currently not on the list

### October

- RecWell Program, Services, Facility Rates Revisions
- Single Use Plastic Policy and Procedure Proposal
- Review of Q1 financials

### November

- Wood Resurfacing, restriping, and resealing Project
- Review of Sport Club Manual
- Update on Student Activities Building for PDC; Begin to discuss program plan

### December

- NIRSA Regional Conference Recap and debrief
- IHRSA Trade Show Visit Discussion (3/14-3/16; Las Vegas)
- LCC Windscreen Replacement Project

### February

- Review of Ad Hoc projects and/or purchases
- PDC Needs Assessment Review
- PDC Student Activities Building Report
- Review of Q2 financials

### March

- RecWell 2023-24 Budget Review
- Review of Ad Hoc projects and/or purchases
- PDC Student Activities Building Report
- Legacy Project Discussion

### April

- RecWell 2023-24 Operating Calendar Review
- Review of Ad Hoc projects and/or purchases
- Legacy Project Action
- Review of Q3 financials