Homecoming Driver Authorization Checklist

Current Sac State Students

1. Email Joey Sammut (j.sammut@csus.edu) indicating that you would like to drive a golf cart for the Homecoming parade. Include the organization/hall that you will be driving for.

2. You will receive volunteer paperwork from Acrobat Sign sent to your CSUS email that you will need to follow instructions to complete.

3. Complete Golf Cart Safety Training. Self-enroll in the course on Canvas using the following link https://csus.instructure.com/enroll/AG4KFR.

4. Save the results of the training and email the training completion certificate to Susan Colley-Monk, susan.colley-monk@csus.edu.

Current Sac State Employees

1. If you believe you are already in the driver database, you can contact Susan Colley-Monk, susan.colley-monk@csus.edu to verify paperwork and/or golf cart safety training.

2. If you are a new driver, please utilize the new Adobe Acrobat Sign workflow for the New Driver Packet, which includes the required Vehicle Operation Authorization (VOA) and Driver Authorization Process (DAP).

3. All golf cart drivers complete Golf Cart Safety Training by clicking the Sacramento State Golf Cart Safety Training in CSU Learn.

For more information on driving on university business, please visit our website at
https://www.csus.edu/compliance/risk-management/driving-university-business.html