

Business Services

1 **AP 6530 DISTRICT VEHICLES**

2 **References:**

- 3 Education Code, Sections 87706, 70902 and 72506 (Insurance Provisions);
4 Title 5, Section 51004;
5 California Vehicle Code

6 The President/Superintendent delegates authority to implement Police and Facilities-
7 related procedures to the Vice President of Business Services.

8 The Chief of Campus Police and Director of Physical Plant and Construction Services
9 are responsible for controlling access to and use of all District vehicles assigned to their
10 respective locations.

11 **Driver Clearance**

12 Only District employees are authorized to operate District owned, leased or rented
13 vehicles. Students, volunteers and contractors are not permitted to operate District
14 owned or leased vehicles.

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16 Clearance to drive District owned, leased or rented vehicles requires the driver to have in
17 his/her possession a current valid California Drivers License.

18 All drivers of District owned, leased or rented vehicles must obtain driver's clearance from
19 the Campus Police before operating a vehicle. A driver's clearance request and
20 notification form must be completed and returned to Campus Police. This driver's
21 clearance request must be submitted annually. An authorized drivers list with driver's
22 clearance expirations dates will be maintained by Campus Police.

23 Drivers may not drive District licensed vehicles if their driving record, as reported by the
24 California Department of Motor Vehicles, during the past three years indicates any of the
25 following:

- 26 a. More than two DMV violation points;
27 b. One or more accidents for which the employee is responsible;
28 c. One or more accidents, regardless of fault, combined with either two or more one-
29 point citations, or one or more two-point citations.

30 Drivers of all District owned, leased, or rented vehicles must be 18 years of age or older,
31 with no mental or physical impairments that would, even with reasonable accommodation,
32 prevent safe operation of a vehicle.

33 All District owned, leased, or rented vehicles and drivers must comply with the California
34 Vehicle Code.

35 All drivers of District owned, leased, or rented vehicles both on and off campus, must
36 have a current license appropriate for the vehicle to be driven.

37
38 All drivers must obey and observe regulations pertaining to the College.

39
40 All drivers of District owned, leased, or rented vehicles that carry fifteen or more persons
41 including the driver must have a current Class B license, a current medical certificate and
42 a current First Aid Certificate. The District shall not operate or lease a 15-passenger van
43 unless the driver holds both a valid class B driver's license and an endorsement for
44 operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

45 All District owned, leased, or rented vehicles with equipment for transporting the disabled
46 must comply with all applicable laws and regulations regarding such vehicles.

47 Vehicles made available to the District personnel are for use only in the conduct and
48 operation of District business.

49 The District will obtain the driving record of each employee whose job duties require
50 driving a District owned, leased, or rented ~~motor~~ vehicle at the beginning of employment
51 and at least annually thereafter.

52 If driving a District owned, leased, or rented ~~motor~~ vehicle is part of the required duties of
53 a job classification and an employee in such a job classification has a driving record that
54 does not meet the requirements of this procedure, or for any other reason is unable to
55 operate a vehicle safely in the fulfillment of the duties of the job classification, that
56 employee may be subject to transfer, demotion or dismissal for inability to meet
57 requirements of a job description.

58 **Vehicle Transportation Requests**

59 All vehicle usage requires a Transportation Request- Vehicle Use Only form signed by a
60 Department manager or Dean. The request should be filled out and received by Facilities
61 before the scheduled use of the vehicle. District vehicles may only be used for District
62 business, including field trips, meetings, conferences, visiting other schools and other
63 related District business. Use of District-owned vehicles is on a first-come, first-serve
64 basis and shall be used for trips of not more than 150 miles one way. Vehicles must be
65 returned the same day of use and are not to be kept overnight.

66 All Bus requests require a Transportation Request- Bus Service Only form signed by a
67 Department manager or Dean. Buses are used to transport student groups for field trips
68 and athletic events. Requests for bus transportation should be made at least two (2)
69 weeks in advance of the trip. . All bus trips require that the driver and bus remain with the
70 group until the trip is over, unless designated otherwise by the group leader. Buses that
71 will accommodate wheelchair users are available upon request. The wheelchair
72 accessible buses come in four sizes and will accommodate one or two standard (manual
73 or automatic) wheelchairs.

74 All overnight bus trips will require that driver accommodations for lodging are included in
75 lodging provisions for students and faculty.

76 All bus trip cancellations shall be reported to the Facilities Department as soon as possible
77 prior to the trip date to avoid penalty payments.

78 **Vehicle Availability**

79 Vehicles will be assigned by the Facilities Department if available, meaning:

- 80 a. The vehicle has been returned from a previously assigned trip.
- 81 b. The vehicle has been cleaned, re-fueled and checked by the District facilities

82 Vehicles deemed by the Facilities Department to be unavailable for any legitimate reason
83 will not be reassigned until the problem is corrected.

84 Transportation Requests that cannot be met by the issuance of District equipment will
85 result in the authorization to drive his or her own personal car, subject to the conditions
86 of this procedure.

87 If District transportation is available and the employee elects to drive his or her own car
88 for personal reasons or convenience sake, mileage reimbursement will require prior
89 approval by the appropriate manager.

90 If District transportation is not available and is so noted by the Director of Physical Plant
91 and Construction Services on the transportation request form, the employee using a
92 personal car may be reimbursed for mileage expense for authorized District business
93 purposes.

94 District vehicles will be made available for pickup only between the Facilities Department
95 office hours. Other arrangements must have prior approval by the Director of Physical
96 Plant and Construction Services or designee.

97 **Seat Belts**

98 All drivers and passengers of District vehicles shall be secured by a safety belt in
99 compliance with California Vehicle Code.

100 **Gasoline Credit Cards**

101 Gasoline credit cards are issued to drivers for approved trips at the discretion of the
102 Facilities Department. These credit cards must be returned following each approved
103 District trip. Under no circumstances are District credit cards to be used to purchase
104 gasoline for privately-owned vehicles, regardless of the purpose or reason.

105 Only approved drivers listed on a Transportation Request and approved by the
106 responsible Administrator to make the trip shall sign the receipts for purchases made by
107 the use of credit cards.

108 **Equipment Failure**

109 Vehicles that break down should be reported to the Director of Physical Plant and
110 Construction Services or other authorized District personnel. See "In Case of Emergency"
111 card in glove compartment for further information.

112 Mechanical problems, i.e., vibration, loose parts, brake fading, etc, are required to be
113 reported on the backside of the yellow driver's card.

114 **Transportation Expense and/or Reimbursement**

115 Transportation expense relates only to District vehicles and not to other expenses of the
116 employee which may have been incurred during the trip, i.e., meals and lodging.

117 With approved receipts, District employees will be reimbursed for necessary repair and
118 service expenses related to making "emergency road repairs." Reimbursement will be
119 made to employees incurring repair and services costs. Any repair expense of more than
120 \$200, whether paid with the District credit card or any other means, shall require pre-
121 approval.

122 **Citation Reporting**

123 Any employee operating a District owned, leased, or rented vehicle who receives a
124 citation in any way connected with the use of such vehicle shall report the citation to the
125 Chief of Campus Police and the Director of Physical Plant and Construction Services.
126 Written reports must be filed. The District assumes no responsibility for citations received
127 for any violations. Drivers are required to obey all safety laws, including speed limits,
128 while operating a District vehicle. Anyone who does not adhere to these laws will lose
129 the privilege of the use of a District vehicle.

130 **Accident Reporting**

131 When safe to do so, passengers are to be moved to a point of safety. Call the nearest
132 law enforcement agency, usually via 911. If anyone is injured, paramedic and/or
133 ambulance service must be requested.

134 If it is necessary to go beyond the site of the accident to reach a telephone, send one of
135 the passengers. The driver must not leave the scene of the accident unless necessary
136 to contact law enforcement, paramedics, or other emergency personnel.

137 Employees driving District vehicles must promptly report any accident to the Chief of
138 Campus Police and the Director of Physical Plant and Construction Services. Written
139 reports must be filed.

140 Employees involved in accidents must cooperate with the requirements of the California
141 Highway Patrol or other law enforcement agencies with jurisdiction and report relevant
142 information to the proper authorities.

143 **Insurance Provisions**

144 The District carries insurance that covers any cleared employee driving a District vehicle.
145 Limits of liability are covered under the District combined property and casualty insurance
146 provisions. Approved District forms must be filed by the employee if that person is
147 involved in any accident.

148 District employees who have not been cleared to drive District vehicles may be approved
149 to drive their own vehicles on District business without transporting any others (including
150 students or other District employees) depending on the individual's driving record. The
151 employee must furnish Certificates of Insurance indicating the following limits:

- 152 a. Bodily Injury Liability per person \$200,000.00 and per accident 500,000.00
- 153 b. Property Damage Liability 50,000.00
- 154 c. Bodily injury and Property Damage Combined Single Limit \$500,000.00

155 For a District employee driving his or her own vehicle and cleared to drive on District
156 business and who is involved in an accident, employee insurance is primary; insurance
157 or collection efforts made by the employee or his representative or other parties is
158 secondary; and the District insurance is tertiary. If the aforementioned efforts have been
159 made and the employee is still responsible for a deductible amount, the District will
160 reimburse up to \$200 of the employee's deductible.

161 The District does not assume any liability or responsibility for the loss of personal
162 equipment contained in an individual's car.

163 **Special Precautions**

164 District owned, leased, or rented vehicles are not authorized to transport animals, except
165 with the prior approval of the appropriate manager. In no case should animals be
166 permitted in the front seat of the vehicle nor left unattended in the vehicle.

167 Trips in excess of twelve (12) consecutive driving hours per day will require a minimum
168 of two qualified drivers.

169 Transportation Requests for trips requiring the use of a van and removal of seats for
170 equipment, supplies, and/or luggage shall include a request for such removal in advance.

171 No alcoholic beverages or illegal drugs of any description may be used by the driver or
172 passengers on District-approved trips.

173 Smoking is not permitted in any District vehicle.

174 **Supervision of Students on District Furnished Transportation**

175 At least one District employee must accompany students on each bus trip to and from the
176 point of destination. The District employee who accompanies the students to and from
177 the point of destination is responsible for the proper conduct of students. District
178 employees are not responsible for the travel-time conduct of students providing their own
179 transportation to and from the predetermined point of destination.

180 All students, staff members, or persons being transported to or from college activities and
181 events, shall be subject to all of the rules and regulations of the District regarding
182 transportation and individual conduct.

183 Before any student activity trip is made in which students are transported, the trip must
184 be approved by the Student Activities Office.

185 Prior to any student activity trip in which students are transported, a list of the students
186 for the trips must be furnished to the Student Activities Office by the advisor. Only
187 students on the list may be transported. The list may be amended by the advisor from
188 time to time, but for any specific trip, no names may be added less than forty-eight hours
189 before the trip is scheduled to start.

190 For student groups and any others requiring advisors, the advisor must ride for the entire
191 trip in one of the vehicles provided or sponsored by the college. The advisor(s) shall
192 follow all rules established by the District and the Student Activities Office.

193 When transporting students, only college-authorized vehicles may be used. All vehicles
194 used for school activities of any kind must be covered by public liability and property
195 damage insurance which meets the minimum requirements of the financial responsibility
196 provisions of the Vehicle Code of the State of California.

197 **Availability of Accessible Vehicle Transportation for Students with Disabilities**

198 Accessible transportation will be provided to and from approved student activities for
199 students with disabilities who require such. Accessible vans are available to cleared
200 District employees for providing such transportation, which may require additional
201 training.

202 Offices of Primary Responsibility: Vice President, Business Services

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*(Replaces former Cerritos CCD Policies 4903, 5008 – 5008.4, 5009, 5010, 5011, 5012, 5013,
5014, 5015, 5016, 5017, 5018, 5019)*