

Business Services

1 **AP 6530 DISTRICT VEHICLES**

2 **References:**

- 3 Education Code, Sections 87706, 70902 and 72506 (Insurance Provisions);
4 Public Contract Code Section 10326.1
5 Title 13, California Code of Regulations, Division 1, Chapter 1

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.

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

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

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

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

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

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

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

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

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

42 All District owned, leased, or rented vehicles with equipment for transporting individuals
43 with disabilities must comply with all applicable laws and regulations regarding such
44 vehicles.

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

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

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

56 **Vehicle Transportation Requests**

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

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

70 accessible buses come in four sizes and will accommodate one or two standard (manual
71 or automatic) wheelchairs.

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

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

76 **Vehicle Availability**

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

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

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

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

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

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

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

95 **Seat Belts**

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

98 **Gasoline Credit Cards**

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

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

106 **Equipment Failure**

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

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

112 **Transportation Expense and/or Reimbursement**

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

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

120 **Citation Reporting**

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

128 **Accident Reporting**

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

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

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

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

141 **Insurance Provisions**

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

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

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

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

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

161 **Special Precautions**

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

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

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

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

171 Smoking is not permitted in any District vehicle.

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

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

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

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

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

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

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

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

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

200 Offices of Primary Responsibility: Vice President, Business Services

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