

DISTRICT VEHICLES

Reference: Title 13, California Code of Regulations, Division 1, Chapter 1

All College District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

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

All drivers of College District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All College District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

All College District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The College District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

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

Regular or occasional garaging of College District-owned vehicles at any location other than the one assigned is permitted only with prior written approval from the Superintendent/President or designee. Home garaging shall meet any one of the criteria listed below:

- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- Employees who are regularly or frequently subject to call before or after regular working hours.
- Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The Vice President for Business and Financial Affairs is responsible for controlling access to and use of all College District vehicles.

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To be authorized to drive College District vehicles, the "Request for Use of College Transportation" form must be completed by the employee and approved. The approved form must be submitted to the Civic Center Facilities Leasing Office prior to final granting of authorization.

Office of Primary Responsibility: Vice President for Business and Financial Affairs