



AP 6530 District Vehicles

References: Public Contract Code Section 10326.1;
Title 13, California Code of Regulations, Division 1, Chapter
Approved: May 2023
Last Revised:
Last Reviewed:

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

All drivers of 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 District-owned or leased vehicles that carry 15 or more persons including the driver must comply with District AP 6950 Alcohol and Drug Testing.

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

The 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 District personnel are for use in the conduct and operation of District business. Personal use of college vehicles is prohibited.

Only those employees and students who meet both the minimum standards established by the District and who have been approved pursuant to District procedure may be allowed to drive either personal vehicles or vehicles owned by, leased by, or rented by the District on District business.

Process for Seeking Approval to Operate a District-Owned or Leased Vehicle

1. Driver Safety Program

- a. Prior to driving any District-owned or leased vehicle, all drivers shall be enrolled in the District's Driver Safety Program, provide annual verification of successful completion of the trainings, and have obtained clearance through Facilities Planning and Management.

- i. To enroll, drivers must submit to Facilities Planning and Management a completed Application for Operation of District-owned or Leased Vehicle. This application will also give the District permission to obtain a Department of Motor Vehicles (DMV) driving record.
 - ii. Drivers shall successfully complete the Driver Safety Program trainings which includes 1) participating in the defensive driving trainings, 2) review the campus driving and parking regulation procedure and 3) review and sign the utility golf cart procedure (if applicable). Annual verification must be provided.
 - iii. The DMV driving record will be requested and reviewed by Facilities Planning and Management. The original driving record may be provided by the driver but must not be more than 5 working days old. Copies of the driving record will not be accepted.
2. A copy of the DMV driving record will be kept on file in the office of Facilities Planning and Management. A new DMV driving record will generate on a yearly basis or whenever there is a reported change on the DMV driving record. The District has the right to revoke authorization to drive a District-owned or leased vehicle based on reviewing the results of a current DMV driving record.
3. Approved drivers are required to notify Facilities Planning and Management of any traffic infractions that occur.
4. A driver can at any time exercise the right to withdraw from the program when it is not required as part of their job duties.

Safety

1. All drivers authorized for travel in District-owned or leased vehicles must follow these rules:
 - a. Only authorized passengers are allowed to ride in the vehicle, no guests;
 - b. Follow the safest, most direct route to and from the activity, giving consideration to weather and road conditions;
 - c. "Side trips" and unnecessary stops are not allowed;
 - d. All passengers must wear a seat belt;
 - e. The "rules of the road", including speed limits, must be adhered to;
 - f. Reckless driving such as exhibition of speed, sudden unnecessary braking, taking corners at excessive speed, etc., is prohibited;
 - g. Intimidation or harassment of other drivers is prohibited;
 - h. Smoking is not allowed in vehicles;
 - i. Carry no more passengers than the number of seat belts.