

Chapter 6 - Business and Fiscal Affairs

AP 6530 College Vehicles/Transportation

Reference:

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

All College vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety). All drivers of College-owned or leased vehicles, both on and off campus, must have a current license appropriate for the vehicle to be driven. All College vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The College 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. (This portion is operative as of January 1, 2005).

Vehicles made available to the College personnel are for use in the conduct and operation of College business. Regular or occasional garaging of College-owned vehicles at any location other than the one assigned is permitted only with prior written approval. 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; and
- employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The College President/CEO is responsible for controlling access to and use of all College vehicles assigned to that location.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive College vehicles must be submitted to the [designate position] prior to final granting of authorization.

College Vehicles/Transportation

The College owns vehicles for the conduct and operation of College business and holds agreements as appropriate with outside agencies to ensure that the transportation needs of the College are met. "College vehicle" in this section refers to vehicles owned and vehicles contracted through agreements by the College.

Use of College Vehicles

The request for use of a College vehicle should be made by completing a Request and Agreement for Use of College Vehicle Form and submitting it to the Transportation Office. Requests for a College vehicle for athletic events or scheduled curriculum-based field trips must be received by the Transportation Office by the last day of the first month of the semester. All other requests should be submitted at least two weeks before the date of the trip. Any changes to a scheduled trip must be made with the Transportation Office with reasonable time to accommodate the changes during regular Transportation Office hours.

All agreements for the use of a College vehicle should be made by an employee of the College who will be accompanying the trip. All agreements must have signed authorization by the Division Dean or Department Director. Trips that exceed 150 miles one way must have the signed approval of the appropriate Vice President and trips exceeding 500 miles one way or traveling out of the State of California must have the prior approval of the Board of Trustees.

The employee accompanying the trip is responsible for the discipline of the group and the enforcement of rules governing conduct on contracted vehicles.

Assignment of College Vehicles

Employees that are assigned a College vehicle to be driven on a regular basis for conducting College business must be authorized to do so by their manager. Employees that are assigned College vehicles must also follow the appropriate steps outlined in this procedure to be an approved driver.

Regular or occasional garaging of College vehicles at any location other than the one assigned is permitted only with prior written approval from the appropriate Division Dean or Department Director. The Division Dean or Department Director is responsible for controlling access to and use of all College vehicles assigned to their location.

Use of Personal Vehicle for College Business

The Division Dean or Department Director must authorize use of a personal vehicle for College business.

Transportation of students by personal vehicle on authorized trips is not permitted unless authorized by the appropriate Vice President. If it is necessary to conduct a class meeting at a location off campus, the off campus location should be considered the assigned classroom and students must furnish their own transportation to the designated location. Off campus meetings of classes may not deviate from the scheduled time. It is necessary to file a Field Trip/Off Campus Class Meeting Form with the appropriate Division Office at least two weeks prior to the class meeting. These forms are available in the appropriate Division Office or the Administrative Services Office.

Maintenance of College Vehicles

All vehicles are inspected before use or assignment. Employees that use College vehicles are required to report to the Transportation Office the condition of the vehicle upon return of the vehicle to the Transportation Office. Frequent damage or disregard for care of the vehicle may result in refusal of future use of a College vehicle.

Fueling will be done at College fuel pumps before the vehicle goes into use. Refueling off campus will be accomplished by use of the College fuel credit card which will be issued by the Transportation Office before the trip as appropriate.

Keys will be issued by the Transportation Office during normal office hours for each approved use of a College vehicle. Trips that occur when the Transportation Office is closed will require prior arrangements to be made by the employee using the vehicle to obtain the keys.

Approved Drivers of College Vehicles

Drivers must be either an employee of the College, a student of the College, or a volunteer approved by the appropriate Division Dean or Department Director.

All drivers of College vehicles must submit a Consent to Verify Driving Record Form along with a copy of their driver's license to the Transportation Office at the time the Request and Agreement for Use of College Vehicle Form is submitted. The Transportation Office will request a driving record from the DMV for all drivers.

If the Consent to Verify Driving Record Form and a copy of the driver's license are not received by the Transportation Office with adequate time to request the driving record from the DMV (at least two weeks before the scheduled trip), the driver must obtain their own driving record from the DMV and provide the original to the Transportation Office prior to the trip in order to be eligible to drive the College vehicle; the cost of which will not be paid or reimbursed by the College.

Reviewed: June 25, 2013

Reviewed: December 6, 2014

Reviewed: June 9, 2015

Reviewed: August 17, 2016