

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 **driver's** 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 **California** Department of Motor Vehicles (**CA DMV**). (This portion is operative as of January 1, 2005).

~~Vehicles made available to the~~ **provided to** 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~~ **are designated for the conduct and operation of College business. They must not be used for personal or non-College related purposes.** 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~~ **to** conduct ~~and the~~ **the** operations 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.

Authorization to Drive and the Use of College Vehicles

Drivers must be either an employee of the College, a student of the College, or a volunteer approved in accordance with AP 7500 - Volunteers, Interns, and Fieldwork. All drivers must have a valid driver's license appropriate for the type of vehicle they are driving. Drivers must be at least 18 years of age.

All drivers of any College vehicle shall have their driving records pulled through the Employer Pull Notice (EPN) Program through the California Department of Motor Vehicles and be reviewed for minimum requirements by Human Resources.

All approved authorized drivers shall complete the required driver's safety trainings provided by the College before use of a College vehicle.

~~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 requests for the use of a College vehicle should shall be made by an employee of the College ~~who will be accompanying the trip~~. All agreements requests must have signed written authorization by the appropriate Division Dean or Department Director. Trips that exceed 150 miles one way must have the written authorization 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 or College President.

~~The employee accompanying the trip is~~ All drivers and passengers are responsible for adhering to the discipline of the group and the enforcement of rules governing conduct on contracted vehicles.

Assignment of College Vehicles Employees

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.

College owned vehicles shall not be driven off the College campus without prior approval from their immediate manager.

Employees must adhere to the College policies regarding driving on campus, including but not limited to speed limits, parking, and authorized driving areas in accordance with BP/AP 6750 - Traffic and Parking Regulations.

Regular or occasional garaging of College vehicles at any location other than the one assigned is permitted only with prior written approval **from the employee's immediate manager** ~~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.~~ **Off campus garaging shall meet any one of the criteria listed below:**

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

The employee is responsible for controlling access to and use of all College vehicles approved for off-campus garaging.

The address of the location authorized for off-campus garaging of a College vehicle must be submitted to the employee's immediate manager prior to final authorization.

Use of Personal Vehicle for College Business

~~The Division Dean or Department Director must authorize~~ **Any request to** use of a personal vehicle for College business **will be reviewed and approved by the employee's immediate manager. If the request is approved, the driver must maintain insurance on the vehicle being used for College business. The driver's personal vehicle insurance is considered the primary coverage. The College's insurance is secondary and will only apply when applicable.**

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.~~

Pick up and 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 the Transportation Office will issue 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.

All drivers will be responsible for removing any personal items and all trash from the College vehicles prior to the return of the vehicle to the Transportation Office.

Utility Carts

Only authorized drivers who have been certified through the College can operate a Utility Cart on Campus.

Drivers of Utility Carts must adhere to the College Policies and Procedures regarding driving on campus, including but not limited to speed limits, parking, and authorized driving areas in accordance with BP/AP 6750 - Traffic and Parking Regulations.

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.~~

Enforcement

The College reserves the right, at its discretion, to prohibit any individual from driving a College vehicle. Failure to follow the requirements of this Procedure may result in corrective action in accordance with applicable Board Policies, Administrative Procedures, and state or federal law, including but not limited to: BP 7460 - Discipline and Dismissals – Academic Employees; BP/AP - 7365 Discipline and Dismissals – Classified Employees; and BP 5500 - Standards of Conduct.

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