



Book	SJECCD Administrative Procedures
Section	Chapter 6 - Business & Fiscal Affairs
Title	District Vehicles
Number	AP 6530
Status	Active
Adopted	January 27, 2009
Last Revised	July 15, 2016

AP 6530 DISTRICT VEHICLES

References:

Insurance Code Section 11580.1(b);
Title 13, California Code of Regulations, Division 1, Chapter 1

Use

Only employees of the District are permitted to drive District vehicles.

All District vehicles and drivers shall comply with the California Vehicle Code, Title 13 (Motor Carrier Safety), and all applicable laws and regulations including the Americans with Disabilities Act.

All drivers of District-owned or leased vehicles, both on and off District property, shall 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 have a current Class B license, a current medical certificate and a current First Aid Certificate.

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 only.

Garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval from the Chief Business Officer. 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 Chief Administrative Officer of a location is responsible for controlling access to and use of all District 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 District vehicles must be submitted to the Chief Administrative Officer prior to final granting of authorization.

Any driver of a District vehicle shall be pre-approved as to use by his/her supervisor, and shall certify in writing at the time of vehicle checkout that: his/her current driver's license is valid and appropriate for the vehicle to be driven; no alcohol shall be consumed prior to or during use; the vehicle shall not be used for personal business; all traffic laws shall be observed at all times; before/after damage to the vehicle such as dents, scratches, etc. shall be accurately reported; and before/after vehicle mileage shall be accurately reported.

Transportation of Students

Travel via District-owned vehicles or other transportation shall be approved by the College President or designee after prior approval has been obtained from the appropriate Dean. Requests shall be submitted to the Dean at least two weeks in advance of the date of the proposed trip. A signed order shall accompany each vehicle.

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