

OPERATION OF VEHICLES

This procedure specifies District guidelines concerning operation of District-owned or leased vehicles and personal vehicles.

District-owned or leased Vehicles

To ensure the safety of students, faculty and staff that are transported to various college and District programs and events, the following outlines the procedure for operating District vehicles and complies 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 are manufactured to 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.
- Each of the colleges and the District Office will be individually responsible for verifying driver qualifications, scheduling vehicle use, verifying vehicle rentals, and distributing keys and credit cards at their respective sites.
- Each college and the District Office will perform safety/mechanical inspections and handle repair of their respective vans and buses annually or as needed.
- All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.
- Employees may operate a District-owned vehicle in the performance of **official duties*** and carry authorized passengers only.
- Students who are not employed by the District shall not be authorized to operate a District-owned vehicle.
- District-owned vehicles that will be used to travel out-of-state must have written approval from the location business officer, or their designee, prior to travel.
- Employees shall possess the state required minimum liability insurance in order to operate a vehicle.
- The District's liability insurance covers any liability caused by the operation of the vehicle.
- District credit cards shall be used for gasoline purchases for District-owned vehicles only.
- Only employees of the District are covered under Workers' Compensation for injuries incurred while operating or as a passenger while performing official duties.
- Employees on District business shall observe traffic and parking rules and regulations at all times. Fines imposed by a court are the personal responsibility of employees.

Personal Vehicles

- An employee may be authorized to use a privately owned vehicle in the performance of official duties and carry authorized passengers only. District employees shall not transport students in their personal vehicles.
- Student vehicles shall not be used on college business.
- Employees shall possess the state required minimum liability insurance in order to operate a vehicle.
- The District's liability insurance covers only the District's liability and is secondary to the personal liability insurance which is required by the operator.

- District credit cards **shall not** be used for gasoline purchases for personal vehicles.
- Only employees of the District are covered under Workers' Compensation for injuries incurred while operating or as a passenger while performing official duties.
- Employees on District business shall observe traffic and parking rules and regulations at all times. Fines imposed by a court are the personal responsibility of employees.

***Official duties** are those designated by the Chancellor, college President, or their designees, and include authorized activities of the Associated Students of the colleges.