District Vehicles

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

Use of District Vehicles

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Automobiles owned by the District and operated by District personnel will be taken out of service and/or replaced when District Deputy Director of Plant Operations determines that it is no longer safe to drive.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted when, in the judgment of the Superintendent/President or designee, the nature of the employee’s duties requires the constant use of such a vehicle. Home garaging shall meet any one of the criteria listed below:

- Provision of emergency service to the District.
- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours, resulting in a more efficient and equally economical use of a District vehicle.
- 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.

A District vehicle may be utilized by an employee on a temporary scheduled basis for the authorized conduct of routine District business.
• Such vehicles are scheduled with the person assigned to supervise the care and operation of these vehicles.

• Authorization to use a vehicle on a scheduled basis is given in writing by the appropriate manager subject to such conditions as may be prescribed by law, Board Policy, and prudent management.

A District vehicle may be utilized for curriculum-related transportation, field trips, or athletic events.

• The use of District vehicles for this purpose is allowed only if the proposed travel request is in accord with the educational objectives of the District.

• This type of vehicle use shall be planned for and scheduled at a time when learning can best be achieved.

• An instructor or instructional assistant must be present on a District bus or van during all field trips.

The site or area manager of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

Requests for use of District vehicles, including cars, vans, buses and trucks, shall first be approved by the senior manager of a division/department; if this manager is unavailable for signature, approval may be given by the Chief Business Officer or Vice President of Instruction.

Requests for district vehicles should be submitted at least five (5) working days in advance. Approval of requests made less than five (5) working days in advance will be subject to vehicle availability.

Requests for vehicles traveling the farthest and carrying the most passengers will be given priority.

All District vehicles and drivers shall comply with the California Vehicle Code and California Code of Regulations, Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles, both on and off campus, shall have a current license appropriate for the vehicle to be driven. All authorized drivers covered by the District insurance policy must have their DMV record checked prior to operating the vehicle, and must complete the defensive driving course.

The name, home address, social security number, and a copy of his/her current California driver’s license of any employee or student to be authorized to drive District vehicles shall be submitted to the Deputy Director of Plant Operations, or his/her designee, prior to final granting of authorization. Permission shall also be given for a Department of Motor Vehicles review of his/her driver record.
Persons using the District vehicles are responsible for picking up and properly disposing of their own litter.

Any vehicle that carries ten or more persons, including the driver, is defined in the Vehicle Code as a bus. All operators of buses shall have a current Class A or B with "P" Endorsement, and a current medical certificate. All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B (or A with P endorsement) license, and a current medical certificate. The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class A or B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

All District facilities maintaining vehicles defined as buses shall keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records shall 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 shall comply with all applicable laws and regulations regarding such vehicles.

**Use of Private Vehicles in Conducting District Business**

An employee may be authorized to use a privately-owned vehicle in the conduct of authorized District business providing they have proof of personal auto insurance.

- Reimbursement is made to the traveler using the IRS standard mileage rate in effect at the time of travel. The mileage rate covers all expenses incurred by the use of a privately-owned vehicle for District business, including gas, insurance, and maintenance. If more than one traveler is transported in a privately-owned vehicle only the vehicle’s owner may claim mileage.

- Authorization for use of privately-owned vehicle does not include mileage that is necessary for an employee to get from his/her residence to the assigned work place.

- Determining point of origin: The first point of origin should be the traveler’s primary District work site. If business travel starts from an alternative location, that location can be listed only if the mileage to the destination is LESS than the mileage from the traveler’s work site to the same destination. Mileage between work and home cannot be included in mileage reimbursement totals per Internal Revenue Service regulation for travel reimbursement purposes.

- When a traveler drives his/her own vehicle, his/her insurance will be primary in the case of an accident.
  - The employee having an assignment requiring that part of his/her regular contract routine duties be performed at a location away from his/her principal place of work
may be reimbursed for mileage (at the current Internal Revenue Service rate) to and from that principal place of employment.

**Authority to Ride in District Vehicles**

Only Sierra Joint Community College District students, employees, officers, Board members, and persons on official District business are authorized to ride in District vehicles. Non-District personnel (contractors, consultants, etc.) being transported by District vehicles off-campus must be authorized by the appropriate administrative personnel and may be required to complete a District hold harmless release or waiver form.

See Board Policy 6530.