

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 6530

### District Vehicles

Date Adopted:	05/14/1985
Date Revised:	12/8/2017
Date Reviewed:	12/8/2017
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.

Vehicles 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 they are no longer safe to drive or no longer meet the needs of the District.

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 reserved by completing a Transportation Request Form (available through Facilities) and submitting it to the Facilities Division.
- The appropriate manager shall authorize the use of a District vehicle by signing the Transportation Request form. Approval is 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, in accordance with the Field Trip Handbook.

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, and are 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 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, and must adhere to all procedures and guidelines in the Travel & Reimbursement Handbook (available on Inside Sierra or from the Business Services Office).

### **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.