Cerritos Community College District Procedure

No. 6530

Business Services

AP 6530   DISTRICT VEHICLES

References:

Education Code, Sections 87706, 70902 and 72506 (Insurance Provisions);
Title 5, Section 51004;
California Vehicle Code

The President/Superintendent delegates authority to implement Police-related procedures to the Vice President of Student Services and Facilities-related procedures to the Vice President of Business Services.

All District vehicles and drivers must comply with the California Vehicle Code.

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 lease vehicles that 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.

Any District vehicles defined as buses must have 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 the District personnel are for use only in the conduct and operation of District business.

The Chief of Campus Police and Director of Physical Plant and Construction Services are responsible for controlling access to and use of all District vehicles assigned to their respective locations.

The applicable employee information must be submitted to the appropriate managers prior to the final granting of authorization to drive a District vehicle.
All students, staff members, or persons being transported to or from college activities and events, shall be subject to all of the rules and regulations of the District regarding transportation and individual conduct.

Before any student activity trip is made in which students are transported, the trip must be approved by the Student Activities Office.

Prior to any student activity trip in which students are transported, a list of the students for the trips must be furnished to the Student Activities Office by the advisor. Only students on the list may be transported. The list may be amended by the advisor from time to time, but for any specific trip, no names may be added less than forty-eight hours before the trip is scheduled to start.

For student groups and any others requiring advisors, the advisor must ride for the entire trip in one of the vehicles provided or sponsored by the college. The advisor(s) shall follow all rules established by the District and the Student Activities Office.

When transporting students, only college-authorized vehicles may be used. All vehicles used for school activities of any kind must be covered by public liability and property damage insurance which meets the minimum requirements of the financial responsibility provisions of the Vehicle Code of the State of California.

**Driver Clearance**

Clearance to drive District-owned vehicles requires the driver to have in his/her possession a current valid California Drivers License. Verification must be obtainable through the California Department of Motor Vehicles.

Drivers may not drive District licensed vehicles if their driving record, as reported by the California Department of Motor Vehicles, during the past three years indicates any of the following:

a. More than two DMV violation points;

b. One or more accidents for which the employee is responsible;

c. One or more accidents, regardless of fault, combined with either two or more one-point citations, or one or more two-point citations.

Drivers of all District vehicles must be 18 years of age or older, with no mental or physical impairments that would, even with reasonable accommodation, prevent safe operation of a vehicle.

All drivers must obey and observe regulations pertaining to the College.

The District will obtain the driving record of each employee whose job duties require driving a District-owned motor vehicle at the beginning of employment and at least annually thereafter.

If driving a District-owned motor vehicle is part of the required duties of a job classification and an employee in such a job classification has a driving record that does not meet the requirements of this procedure, or for any other reason is unable to operate a vehicle
safely in the fulfillment of the duties of the job classification, that employee may be subject
to transfer, demotion or dismissal for inability to meet requirements of a job description.

**Seat Belts**
All drivers and passengers of District vehicles shall be secured by a safety belt in compliance with California Vehicle Code.

**Gasoline Credit Cards**
Gasoline credit cards are issued to drivers for approved trips at the discretion of the Facilities Department. These credit cards must be returned following each approved District trip. Under no circumstances are District credit cards to be used to purchase gasoline for privately-owned vehicles, regardless of the purpose or reason.

Only approved drivers listed on a Transportation Request and approved by the responsible Administrator to make the trip shall sign the receipts for purchases made by the use of credit cards.

**Equipment Failure**
Vehicles that break down should be reported to the Director of Physical Plant and Construction Services or other authorized District personnel. See "In Case of Emergency" card in glove compartment for further information.

Mechanical problems, i.e., vibration, loose parts, brake fading, etc, are required to be reported on the backside of the yellow driver's card.

**Transportation Expense and/or Reimbursement**
Transportation expense relates only to District vehicles and not to other expenses of the employee which may have been incurred during the trip, i.e., meals and lodging.

With approved receipts, District employees will be reimbursed for necessary repair and service expenses related to making "emergency road repairs." Reimbursement will be made to employees incurring repair and services costs. Any repair expense of more than $200, whether paid with the District credit card or any other means, shall require pre-approval.

**Citation Reporting**
Any employee operating a District-owned vehicle who receives a citation in any way connected with the use of such vehicle shall report the citation to the Chief of Campus Police and the Director of Physical Plant and Construction Services. Written reports must be filed. The District assumes no responsibility for citations received for any violations. Drivers are required to obey all safety laws, including speed limits, while operating a District vehicle. Anyone who does not adhere to these laws will lose the privilege of the use of a District vehicle.

**Accident Reporting**
When safe to do so, passengers are to be moved to a point of safety. Call the nearest law enforcement agency, usually via 911. If anyone is injured, paramedic and/or ambulance service must be requested.
If it is necessary to go beyond the site of the accident to reach a telephone, send one of the passengers. The driver must not leave the scene of the accident unless necessary to contact law enforcement, paramedics, or other emergency personnel.

Employees driving District vehicles must promptly report any accident to the Chief of Campus Police and the Director of Physical Plant and Construction Services. Written reports must be filed.

Employees involved in accidents must cooperate with the requirements of the California Highway Patrol or other law enforcement agencies with jurisdiction and report relevant information to the proper authorities.

**Insurance Provisions**

The District carries insurance that covers any cleared employee driving a District vehicle. Limits of liability are covered under the District combined property and casualty insurance provisions. Approved District forms must be filed by the employee if that person is involved in any accident.

District employees who have not been cleared to drive District vehicles may be approved to drive their own vehicles on District business without transporting any others (including students or other District employees) depending on the individual’s driving record. The employee must furnish Certificates of Insurance indicating the following limits:

- **a.** Bodily Injury Liability per person $200,000.00 and per accident 500,000.00
- **b.** Property Damage Liability 50,000.00
- **c.** Bodily injury and Property Damage Combined Single Limit $500,000.00

For a District employee driving his or her own vehicle and cleared to drive on District business and who is involved in an accident, employee insurance is primary; insurance or collection efforts made by the employee or his representative or other parties is secondary; and the District insurance is tertiary. If the aforementioned efforts have been made and the employee is still responsible for a deductible amount, the District will reimburse up to $200 of the employee’s deductible.

The District does not assume any liability or responsibility for the loss of personal equipment contained in an individual’s car.

**Vehicle Availability**

Vehicles will be assigned by the Facilities Department if available, meaning:

- **a.** The vehicle has been returned from a previously assigned trip.
- **b.** The vehicle has been cleaned, re-fueled and checked by the District facilities

Vehicles deemed by the Facilities Department to be unavailable for any legitimate reason will not be reassigned until the problem is corrected.

Transportation Requests that cannot be met by the issuance of District equipment will result in the authorization to drive his or her own personal car, subject to the conditions of this procedure.
If District transportation is available and the employee elects to drive his or her own car for personal reasons or convenience sake, mileage reimbursement will require prior approval by the appropriate manager.

If District transportation is not available and is so noted by the Director of Physical Plant and Construction Services on the transportation request form, the employee using a personal car may be reimbursed for mileage expense for authorized District business purposes.

District vehicles will be made available for pickup only between the Facilities Department office hours. Other arrangements must have prior approval by the Director of Physical Plant and Construction Services or designee.

Employees issued District vehicles for trips are not authorized to park personal vehicles on campus without prior permitting by Campus Police.

Special Precautions

District vehicles are not authorized to transport animals, except with the prior approval of the appropriate manager. In no case should animals be permitted in the front seat of the vehicle nor left unattended in the vehicle.

Trips in excess of twelve (12) hours per day will require a minimum of two qualified drivers.

Transportation Requests for trips requiring the use of a van and removal of seats for equipment, supplies, and/or luggage shall include a request for such removal in advance.

No alcoholic beverages or illegal drugs of any description may be used by the driver or passengers on District-approved trips.

Smoking is not permitted in any District vehicle.

Bus Assignment

Academic Affairs division plans for bus transportation trips require approval by the Vice President of Academic Affairs. Student Services division plan requires the approval of the Vice President of Student Services. Community Services handles arrangements for its own trips.

College vehicles or buses are to be used in transporting student or other District groups unless prior approval for other methods of transportation is given by President/Superintendent or the appropriate Vice President.

Requests for bus transportation are filled through the manager of the division making the request. The division manager obtains approval from the appropriate Vice President or designee. A Bus Transportation Request Form contains the following information:

a. Date of actual trip departure - includes exact time and campus location of bus loading.

b. Number of persons being transported including teacher/advisor.

c. Trip duration. Expected return arrival time. Overnight/extended trips must state return date and time.
d. Trip destination (including address, if applicable). The approved Bus Transportation Request Form is then forwarded to the Director of Physical Plant and Construction Services for processing.

All trip requests are due in the Facilities Department at least two weeks prior to date needed.

A standard school bus may be used for local trips. Recliner buses will be used for all long distance trips (over 50 miles one way) and for all overnight trips.

All overnight bus trips will require that driver accommodations for lodging are included in lodging provisions for students and faculty.

All day bus trips will require that the driver and bus remain with District trip supervisor.

All bus trip cancellations shall be reported to the Facilities Department as soon as possible prior to the trip date to avoid penalty payments.

Supervision of Students on District Furnished Transportation
At least one District employee must accompany students on each bus trip to and from the point of destination. The District employee who accompanies the students to and from the point of destination is responsible for the proper conduct of students. District employees are not responsible for the travel-time conduct of students providing their own transportation to and from the predetermined point of destination.

Availability of Accessibility of Vehicle Transportation for Disabled Students
Accessible transportation will be provided to and from approved student activities for students with disabilities who require such.

Office of Primary Responsibility: Vice President, Business Services
Vice President, Student Services

Date Approved: March 26, 2007
Date Revised: August 26, 2013
(Replaces former Cerritos CCD Policies 4903, 5008 – 5008.4, 5009, 5010, 5011, 5012, 5013, 5014, 5015, 5016, 5017, 5018, 5019)