

## AP 6530 District Vehicles

### Reference:

*Title 13, California Code of Regulations, Division 1, Chapter 1*

All District vehicles and drivers must comply 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.

Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class A or B license, as applicable, and a current Department of Motor Vehicles (DMV) medical 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. 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 DMV.

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

Full-time assignment of District vehicles shall be determined according to institutional need and will be made by the Superintendent/President. The assignment shall meet either 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 who are assigned a District vehicle will be assessed a monthly fee to be determined by the Superintendent/President for the percentage of time the vehicle may be utilized for personal use on a case-by-case basis.

Prior to granting any employee authorization to drive District vehicles, the following information must be submitted to the Transportation Department (Maintenance and Operations): Employee name, home address, employee identification number, California driver's license number and proof of current personal auto insurance.