

District Vehicles

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

Vehicles made available to the District personnel are for use in the conduct and operation of District business. The Chief Business Officer is responsible for controlling access to and use of all District vehicles.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the Office of Administrative Services prior to final granting of authorization.

Authorization to Drive District Vehicles

Except as later stipulated here, only employees of the District who shall be so authorized and designated by the District and who possess valid required licensure shall drive District vehicles. Any employee of the District may drive any vehicle for which a proper and valid license is held.

Under circumstances and procedures determined by the Superintendent/President or designee, exceptions to this policy may be authorized in cases of emergency or undue hardship. Students enrolled in the college who possess valid licensure may be authorized by the District to drive designated vehicles as determined by, and upon authorization of, the Superintendent/President or designee.

1. Cases of Emergency

If, in the Superintendent/President's judgment, the emergency is of such a nature and severity that it would be in the District's best interest, and/or in the interest of preserving the public peace, health and safety or general welfare, individuals other than District employees may be authorized to drive District vehicles.

2. Cases of Undue Hardship

If, in the determination of the Superintendent/President, strict adherence to District policy would create a situation of undue hardship on the District in the furtherance of its mission, individuals other than District employees may be authorized to drive District vehicles.

In no case shall exception to the requirements for proper and valid licensure be permitted, whether vehicles are driven by employees or non-employees as specified above.

Immediate supervisors are responsible for qualifying employees to drive specialized vehicles such as tractors, mowing machines, forklifts, etc.

Safety in District Vehicles

All District vehicles shall be operated in a safe manner, following the laws of the State of California and not in excess of the maximum legal speed limit.

Possession or use of alcohol and/or narcotics, and drivers under the influence of alcohol or narcotics are specifically prohibited in all District vehicles. Smoking is also specifically prohibited in all District vehicles.

All District vehicles shall be equipped with safety belts and all passengers are required to wear such safety belts when the vehicle is in motion.

Passengers in District Vehicles

Passengers in District vehicles are limited to faculty, staff, students, and other persons conducting official business with, or on behalf of, the District. Friends or relatives must travel in privately owned vehicles.

Garaging of District Vehicles

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any 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 with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

Student Transportation

Students may be required to provide their own transportation on field trips.

For transportation to and from extracurricular activities in a District-approved public carrier, the student organization shall assume the full cost, including mileage and driver's salary.

If and when transportation is needed, inside or outside the District, for the purpose of student appearance before service clubs, radio or television stations, or other schools, and the request initiates primarily from the Board of Trustees and/or the administration, the District shall pay the cost.

In cases when students are transported by private vehicles on trips which are not a part of the approved curriculum and for which District transportation is furnished, no college official shall assign students to cars, nor shall the college officially organize such trips on behalf of the District.

See also BP/AP 2735 - Board Member Travel
See also BP/AP 4300 - Field Trips and Excursions
See also BP/AP 6531-PVC - Staff Travel

(Formerly PVC Board Policies and Administrative Regulations 3440, 3470, 6460, and PVC Board Policies 3450, 3460, 3480, and 3490)

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