



## **AP 6530 District Vehicles**

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.

All drivers of District-owned or leased vehicles that carry 15 or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid 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 (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. The District may operate a 15-passenger van if it has been modified to transport fewer than ten persons and has the approval of the California Highway Patrol.

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 may be replaced as identified in the Vehicle Replacement Plan.

Occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior approval of the Chief Administrator of Maintenance and Operations.

The manager of a department/location is responsible for controlling access to and use of all District vehicles assigned to that department/location.

The name, home address, California driver's license number, and social security number of any employee or Governing Board-approved volunteer to be authorized to drive District vehicles must be submitted to Human Resources prior to final granting of authorization.



## **AP 6530 District Vehicles**

Only District employees and Governing Board-approved volunteers shall operate District vehicles. The District participates in the Department of Motor Vehicle's (DMV) Negligent Operator Treatment System that provides notification of any adverse activity related to authorized operators' driving records. Authorized operators of District vehicles shall immediately notify the Human Resources Office of any actions that restrict or negatively impact their ability to operate a District vehicle. Any employee who is required as part of his/her position to operate a District vehicle shall immediately notify the Human Resources Office when the DMV or law enforcement agency has placed any restrictions on his/her driving privileges. The District reserves the right to determine an individual's status as an operator of a District vehicle.

References: Public Contract Code Section 10326.1;  
Title 13, California Code of Regulations, Division 1, Chapter 1

Approved: 5/15/12

Revised: 3/15/22