

Business and Fiscal Affairs

**AP 6530 DISTRICT VEHICLES**

**References:**

Public Contract Code Section 10326.1;  
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. Students or student employees are not permitted to drive District vehicles.

Any vehicle that carries ten (10) or more persons, including the driver, is defined in the Vehicle Code as a bus. All bus operators must have a current Class II license, a current medical certificate and a current First Aid Certificate.

All drivers of District-owned or leased vehicles that carry fifteen (15) or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

Should the District purchase and keep buses for student or employee transportation, the District shall 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 in accordance with state law.

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.

Any person who is driving a District-provided vehicle which is involved in an accident must immediately report the incident to the law enforcement agency having jurisdiction at the accident location and to the District Police or by calling 911. The District employee driving the vehicle shall report the accident to the office of the Assistant Superintendent/Vice President of Administrative Services within 24 hours of the incident. Notification shall be in the form of an email and/or phone notification of the details of accident that took place.

Vehicles made available to District personnel are for use in the conduct and operation of District business only. Personal use of any district vehicle shall be prohibited. This shall include, but not limited to lunch periods, or other usage while not on District paid time.

Automobiles owned by the District and operated by district personnel shall be reviewed annually. Shall a motor vehicle need to be replaced, the total cost of ownership shall be determined. Upon that review,

the cost for the repair will be established and compared against the cost of a new or used vehicle before a determination for the replacement of the individual vehicle is determined.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior approval. Home garaging shall meet any one 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.
- The Chief Business Officer is responsible for controlling access to and use of all District vehicles assigned to that location.
- The name, home address, employee number, and California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the Chief Business Officer prior to final granting of authorization.

*Office of Primary Responsibility: Administrative Services*

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Date Approved: May 13, 2008

**Date Revised:** April 18, 2023