

# TRANSPORTATION

## GUIDELINES FOR USE OF COLLEGE VEHICLES OR CHARTERED BUSES

The purposes for which college-owned vans and vehicles may be used are for approved Associated Student Body and Auxiliary Services Organization activities, for attending meetings, conference or official College business which have been approved by the Administration or Board of Trustees, College-owned vans are NOT to be used to transport students or employees to and from home and College.

Passenger vehicles are to be used primarily for the transportation of personnel. Heavy equipment and materials must be transported by College trucks. The maximum load of any College van shall be twelve (12) passengers, including the driver; sedans will carry five (5) passengers, including the driver. When more than one College vehicle is utilized for a trip, all vehicles should travel in a caravan fashion as much as safety permits. When not in use, College vehicles must be parked in the Maintenance Compound located across lot C.

Requests for use a College-owned vehicle must be submitted on a College Transportation Request in duplicate three (3) working days in advance to the Facilities Services Office located in Room MT102. A signed and dated Transportation Guidelines must also be turned in with the request form.

Prior to approving the requests, availability of vehicles **MUST** be cleared **THREE (3) WORKING DAYS IN ADVANCE** through above mentioned office; if, available the vehicle will be reserved. Requests for use of a College-owned vehicle by faculty for class field trips, for ALL student activities

**MUST** be submitted to the above mentioned office. Requests for use of a College-owned vehicle for ALL ATHLETIC EVENTS **MUST** be submitted to the Athletic Director, who will forward the requests to the Facilities Services Office. When the demand for vehicles exceeds the supply, priority will be granted:

1. First to student field trips, athletic and activities.
2. Second to faculty trips.
3. Third to Administrative trips.

Priority shall be granted, in any case, to the trip that carries the largest number of passengers, i.e., a group of seven would be given priority over a group of two. The Facilities Services Office is located in Room MT102 or you may telephone, extension 3441 for assistance.

## DRIVER OF COLLEGE VEHICLES

All personnel authorized to drive District vehicles are covered by District blanket insurance. When trips are made utilizing one (1) vehicle, a school employee must be in the vehicle and **MUST** drive the vehicle. If more than one vehicle is used, the second and additional vehicles may be driven by a licensed student, 18 years of age or over, provided such student driver has received prior clearance and approval by the College insurance carrier. A new requirement of the insurance company requires that all drivers, student and employee, must be pre-approved. Due to the abnormally high risk rating associated with drivers under 25 years of age, our insurance carrier has reserved the right to initiate a Department of Motor Vehicle check on ALL drivers as a prerequisite to their approval for insurance coverage purposes as drivers of College-owned vehicles. To facilitate proper clearance of all student drivers, the name or names, drivers' license number and dates of birth of student drivers shall be reported to the Facilities Services Office, room MT 102, **AT LEAST TEN (10) DAYS PRIOR TO THE ANTICIPATED TIME OF USE.** During the Fall and Spring semesters, the previously mentioned office shall request the desired clearance through our insurance carrier

and report the results to those concerned. ONLY APPROVED DRIVERS WILL BE PERMITTED TO OPERATE SCHOOL VEHICLES. The Facilities Services Office will keep a current file of approved drivers and once a driver has been cleared for insurance coverage, such clearance will remain valid for two years.

Exemplary conduct MUST be maintained on ALL trips. Strict adherence to ALL VEHICLE CODE REGULATIONS shall be maintained. Should mechanical failure occur, remove all students to a point of safety. Telephone the College Facilities Services Office (extension 3441) or College Garage (extension 7595) for assistance or instructions. If a telephone is not available, a credit card may be used to pay for necessary repairs. Credit cards are to be used for emergency repair of college owned, leased, or rented vehicles only. In case of an accident no matter how slight it may be remove all students to a point of safety. Render first aid if required. Call for assistance as required. THE FACULTY MEMBER SHOULD NOT LEAVE THE SCENE OF THE ACCIDENT until after a law enforcement officer arrives and is given the full information. Ascertain and record the full information on the College form provided in the vehicle. Draw a diagram of the accident. Record the driver's license number, make of cars, vehicle license number, witnesses of all involved and the law enforcement officer's name, etc. If the accident is serious or personal injury is involved, telephone Facilities Services (extension 3441) immediately. Upon return to the campus, submit an accident report to Facilities Services. All College vehicles will be provided with first aid kits and mileage reports. Mileage reports MUST be recorded and returned with the vehicle. It is the responsibility of the instructor to note damage to the vehicle upon its return along with any inoperable conditions. This is to assure that the next user will be using a safe undamaged vehicle. Failure to do so could result in loss of use.

### **CHARTERED BUSES**

Buses will be chartered as needed for athletic and other specially approved trips. Arrangements for chartering buses will be made through the Facilities Services Office well in advance of the scheduled trip. You may telephone extension 3441 for more information. At least one (1) faculty member MUST accompany students on each bus.

### **COLLEGE TRUCK**

Several trucks and cargo vans are owned and operated by the College. Their use to convey college materials and equipment to College activities may be requested from the Facilities Services Office, extension 3441. Trucks MUST be operated by authorized College employees ONLY.