

**DISTRICT VEHICLES**

<b>AP No. 6530</b>
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Board Reviewed: 10/09/2013; 05/11/2022

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**I. Introduction**

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

**II. Requirements and compliance**

- A. All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety). All drivers and passengers are subject to current Board policies and administrative procedures.
- B. All drivers of District-owned or leased vehicles both on and off campus must have a current California license appropriate for the vehicle to be driven.
- C. Any vehicle that carries 15 or more persons, including the driver, is defined in the Vehicle Code as a bus. All operators of buses must have a current California Class B driver's license, a current medical certificate, and a current First Aid Certificate and a "P" endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
- D. All District facilities maintaining vehicles defined as buses must keep records of drivers' 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.
- E. All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

**III. Access and use of District vehicles**

- A. The Director of Facilities Services, or designee, is responsible for controlling access to and use of all District vehicles.
- B. The District must have on file the name, home address, and California driver's license number of all employees before they are authorized to

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drive District vehicles. The Office of Facilities Services must also have this information on file prior to use of any District vehicle.

- C. A request for a District vehicle must be made at least two weeks in advance of the date of use by submitting a Transportation Request form to the Director of Facilities Services, or designee; for vehicles being requested less than two weeks in advance of the date, requestors must receive special permission from a Vice President. Requests will be considered based on the information provided in the form and on vehicle availability. The request form is available on the Facilities Services page of the Rio Hondo College website.

IV. Sources/references

- A. Public Contract Code Section 10326.1
- B. Title 13, California Code of Regulations, Division 1, Chapter 1
- C. California Vehicle Code, Section 233