

DISTRICT VEHICLES

AP No. 6530

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- I. All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).
- II. 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.
- III. Any vehicle that carries more than fifteen (15) 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.
- IV. 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 thirteen (13) months.
- V. All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.
- VI. The District shall not operate or lease a van or vehicle that exceeds fifteen (15) persons, including the driver, unless the driver of that vehicle holds both a valid California Class B driver's license and an "P" endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.
- VII. Vehicles made available to District personnel are for use in the conduct and operation of District business.
- VIII. The Director of Facilities, or designee, is responsible for controlling access to and use of all District vehicles assigned to that location.
- IX. The District must have on file, the name, home address, and California driver's license number of all employee(s) before they are authorized to drive District vehicles. The Office of Facilities Services must also have this information on file prior to use of any District vehicle.
- X. A request for a District vehicle must be made in advance of the date of use by submitting a Transportation Request form to the Director of Facilities, or designee. Requests will be considered based on the information provided in the form and on vehicle availability. The Request Form is available at www.riohondo.edu/facilities/requestvan.
- XI. Reference:
Title 13, California Code of Regulations, Division 1, Chapter 1
California Vehicle Code, Section 233