

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 fifteen or more persons including the driver must have a current Class B license, a current medical certificate, a current First Aid Certificate and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

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.

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and, if acceptable, the new employee can be authorized to drive immediately.

- b. An out-of-state licensed driver, when becoming a California resident, must apply for a California driver license within ten days under Vehicle Code §12502 (c).
2. Employees who are not required to drive a district or private vehicle on authorized district business but wish to do so must submit to the Risk Management Office the following:
 - a. A completed District Motor Vehicle Driver Authorization Request Form B-167 (see this section for qualifications).
 - b. An Authorization for Use of Private Vehicles for District Business Form B-165 prior to being granted this privilege or requesting mileage reimbursement.
 - c. Current automobile liability declaration page (see Section I of this administrative procedure).

District vehicles will not be released or mileage reimbursement paid to employees or other eligible persons who have not complied with all of the above-applicable requirements (a-c).

All new and existing employees should reference the Risk Management Office website for the procedures to follow, including completion of forms:

<https://www.miracosta.edu/hr/risk-management/programs.html>.

The required completed paperwork (a-c) is to be submitted to the risk and safety manager.

The risk and safety manager shall maintain a current record of all currently authorized drivers. The risk and safety manager will request the DMV motor-vehicle report on all authorized drivers at least once each year under the DMV Employer Pull Notification Program.

Whenever it is verified an employee who is required to have a valid driver license does not possess one, they will be denied placement in or may be subject to transfer, demotion, or dismissal for inability to meet requirements of the job description.

Qualified disabled employees will be given reasonable accommodation consideration, unless the license was not issued, was suspended, or was revoked for reasons unrelated to the employee's disability.

The vice president, administrative services, shall determine district driving eligibility using the following minimum qualifications:

1. Valid California driver license
2. Driver is age 18 or over

3. A DMV record may not show any convictions during the previous three-year period (starting at the end of the last conviction date) for any of the following offenses:
 - a. Driving under the influence of an alcoholic beverage or drugs (illegal, controlled substances)
 - b. Driving while license is suspended or revoked
 - c. Vehicular manslaughter
 - d. Reckless driving
 - e. Speed in excess of 100 mph
 - f. Participation in a speed contest or exhibition of speed
 - g. Evading a peace officer
 - h. Evading a peace officer with injury or property damage
 - i. Driving on the wrong side of a divided highway
 - j. Drinking alcohol, using drugs

i. At-fault accident

Due to DMV processing timelines the authorization process may take four to six weeks to complete.

B. Authorization to Drive on District Business

All drivers must have a valid California driver license before driving either a district or private vehicle on district business or field trips. Authorized drivers shall conform to state and local vehicle-operation laws and regulations and all local safety regulations.

Violation of these laws and regulations, whether or not the driver is cited, may result in suspension of driver authorization.

Drivers on district business may be employees, student workers, or volunteers. Volunteers may be currently enrolled as students. Volunteers may be authorized

Daily trips outside San Diego, Orange, Los Angeles, and Riverside counties and trips to all overnight meetings or conferences must be authorized by a signed travel request. A copy of the travel request must accompany the request for use of a vehicle. Recurring meetings during one fiscal year may be covered by one travel request and referenced when the reservation is made.

directly arranges for a local rental or leased vehicle and photocopies of the identification card need to be carried by the authorized district driver of the locally rented vehicle.

I. Use of Personal Vehicles

Personal vehicles may be used to conduct district business at the employee's option and at their own risk and must be insured by the owner. The owner's

for which mileage is to be claimed. A copy of the employee's current automobile-liability-insurance declaration page accompanying a Form B 165 is sufficient evidence of insurance.

2. Volunteer

A person volunteering the use of their automobiles for field trips must furnish proof their automobile is insured to meet the district's minimum-liability requirements. The volunteer must also be approved as authorized driver (see Section A and P).

L. Proof of Insurance on Private Vehicles Used on District Business

Persons using their private vehicles for travel on district business must, as a condition of reimbursement for mileage, furnish evidence that the vehicles are insured for the district's minimum automobile-insurance-liability-policy-limit requirement for driver accountability.

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The following minimum automobile insurance limits are:

1. Bodily-injury limit of \$100,000 per person/\$300,000 per accident or combined single limit of \$300,000

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division responsible for the activity approves a driver authorization (Form B 165) within the past year certifying to the superintendent/ president that the travel is necessary for the completion of the

Drivers are to refrain from any use of cell phones, texting, or other personal devices when the vehicle is in motion as required by the California Vehicle Code.

4. Traffic Laws

Driver must operate the vehicle in accordance with all sections of the California Vehicle Code and other applicable state and federal traffic laws, ordinances, and regulations. Any fines or fees resulting from violations, including parking tickets, are the responsibility of the driver and not the district.

5. Safe Operation

All authorized drivers are expected to operate vehicles safely and with great care. Smoking is not allowed in district vehicles and all vehicles must be in a clean condition when they are checked in.

6. Hazardous Materials

Hazardous materials may not be transported in either a district-insured vehicle or a private vehicle under a mileage reimbursement claim unless approved both in advance and in writing by the vice president, administrative services.

7. Other Prohibited Transportation

District vehicles are not authorized to transport any animals unless they are service animals as described by law.

P. Accident Reporting Procedures: Insurance and Accident Reports

The district carries automobile-liability insurance on all district vehicles. A document describing the coverage is in the glove compartment of each vehicle, along with an accident-report form and instructions on what to do in case of an accident.

Q. Vehicle Maintenance: Checkout, Maintenance and Return of Vehicles

Vehicles may be checked out between 8 a.m. and 4:30 p.m., Monday through Friday. The Facilities Department will provide the authorized driver with a vehicle-operation record, a set of keys, and a gasoline credit card, if needed. Check-out, return, operating, and maintenance procedures will be provided to the authorized driver at the time of check out.

R. Use of Gasoline Credit Cards

Gasoline credit cards are intended for purchase of gasoline, oil, and necessary minor repairs only. The cards may only be used for district vehicles and those vehicles rented by the Facilities Department. The authorized driver is to verify the

Because the turnover of volunteers is much higher than for district employees, and because the volunteers are primarily recruited at the class or department level, volunteers must renew annually their volunteer-authorization forms, Form B-165V for mileage reimbursement, and the required MVR release and authorization form prior to driving on district business.

District staff arranging for field trips or the supervisors of volunteers driving on district business are responsible for seeing that volunteer drivers have been approved to drive their own vehicles and that they have been certified as volunteers through the Risk Management Office. Volunteers may be authorized to drive district vehicles when a district employee accompanies the volunteer on the same road trip.

U. Utility Cart Safety Training

Before being authorized to operate a district utility cart, an employee or volunteer must take the district's utility cart safety training class and pass the utility cart operating test. The Risk Management Office will maintain a record of all approved utility-cart instructors and drivers.

Vehicles made available to the district personnel are for use in the conduct and operation of district business.

Regular or occasional garaging of district-owned vehicles at any location other than the one assigned is permitted only with prior written 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 vice president, administrative services is responsible for controlling access to and use of all district vehicles assigned to that location.