

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: District Vehicles

Revision Date: 9/13/11; August 6, 2013; January 23, 2014;
October 11, 2016; February 14, 2017

Responsible Area: Vice President, Administrative Services

Responsible Office: Administrative Services

Reference: Board Policy: 3550, 6450, 6800
Title 13, California Code of Regulations, Division 1, Chapter 1
California Vehicle Code Sections: 233a, 1808.1, 12505, 12522, 12810.3,
15278(a)(2), 23123, 23124, 34501 and 34520
California Public Contract Code Section: 10326.1
US Department of Transportation - Title 49 C.F.R. Part 40, 395

This Procedure includes the following sections:

- 1. Introduction**
- 2. Driver Licensing Requirements**
 - Class C**
 - Class B**
- 3. Record Keeping, Fees, and Accidents**
- 4. Wireless or Cellular Telephone Use:**
- 5. Drug and Alcohol Use & Testing**
- 6. Drivers - Hours of Services**

Section 1. Introduction:

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

Reservations for vans are made through the Maintenance, Operations, and Transportation department or their designee.

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 must be district employees or district-approved volunteers, at least 25 years old, and will have all travel documents and employment authorizations completed prior to driving for the District. Students and student employees may not drive for the District. If a driver holds an

out-of-state license, they are responsible for providing a current DMV driving record at their own cost. They must provide an updated record quarterly as long as they continue to drive for the District and report any circumstances within 48 hours which would exclude their eligibility to operate a District vehicle. All drivers must complete a district-approved driver safety training within the past twelve (12) months.

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

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

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 and current medical certificate (CA, V.C.12505).

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. (Public Contract Code § 10326.1) A "15-passenger van" is any van manufactured to accommodate 15 passengers, including the driver, regardless of whether that van has been altered to accommodate fewer than 15 passengers.

Section 2. Driver Licensing requirements

An employee's Motor Vehicle Record (MVR) is considered unacceptable if any of the following appears on the record within the last three years of review:

- More than one license.
- Any license suspended, revoked or cancelled.
- More than one conviction for any type of motor vehicle for serious traffic violations, including:
 - Excessive speeding
 - Reckless driving
 - Improper or erratic lane changes
 - Following the vehicle ahead too closely
- Any violation of State or local law relating to motor vehicle traffic control arising in connection with any traffic accident.
- Any accident in which he/she was at fault.

An employee's MVR is considered unacceptable if any of the following appears on the record at any time:

- Driving under the influence of a controlled substance or alcohol.
- Leaving the scene of an accident.
- Using a motor vehicle to commit a felony.

Class C

To operate a vehicle with fewer than fifteen persons including the driver, the following shall be required **prior to driving** a district owned, leased, or when a driver uses a personal vehicle 6 or more times in any 12 month period.

New Drivers

- A copy of current driver's license must be on file.
- A copy of current vehicle insurance policy must be on file.
- A signed "Authorization of Driver Record Information" must be on file (This allows us to enroll them in the DMV Pull program). (Ca.VC 1808.1)
- The driver record must be received, reviewed and approved by the Director of Maintenance, Operations and Transportation, or that person's designee prior to individual driving District vehicles.
 - If three or more points are on driver's record, driver will be ineligible to drive for the District. (Ca.V.C. 12810.3)
 - License suspensions make driver ineligible for driving until such time that DMV records indicate driver has been re-licensed.

Continuing – Class C

- A copy of current driver's license and insurance coverage must be on file.
- DMV driving record will be automatically updated electronically once a year, or if any driving violations occur, the District will be notified immediately via e-mail from DMV or the second-party administrator of our Pull program.
- Drivers will be notified by the Director of Maintenance, Operations, or Transportation or the designee if updated copies of medical certifications or licenses are needed.

Class B

To operate a vehicle with fifteen or more persons including the driver, the following shall be required **prior to driving** a District owned or leased vehicle. Personal vehicles shall not be used to transport 10 or more persons including the driver for District business.

New Drivers – Class B

- A copy of current driver's license must be on file.
- A copy of current vehicle insurance policy must be on file.
- A signed "Authorization of Driver Record Information" must be on file. (This allows the District to enroll driver in the DMV Pull program). (Ca.V.C 1808.1)
- The driver's record must be received, reviewed and approved by the Director of Maintenance, Operations and Transportation, or that person's designee prior to individual driving District vehicles.
 - If three or more points are on driver's record, driver will be ineligible to drive for the District. (V.C. 12810.3)
- A copy of current medical clearance certificate must be on file (Ca.V.C. 12505).

Continuing – Class B

- A copy of the current driver's license and insurance coverage must be on file.
- DMV driving record will be automatically updated electronically once a year, or if any driving violations occur, the District will be notified immediately via e-mail from DMV or the second-party administrator of our Pull program. (Ca.V.C 1808.1)
- Drivers will be notified by the Director of Maintenance, Operations, and Transportation or the designee if updated copies of medical certifications or licenses are needed.

Section 3. Record Keeping, Fees, and Accidents

Record Keeping:

All drivers must check out vans through Maintenance, Operations, and Transportation Department (MOT), and at that time, a vehicle inspection report will be signed by MOT personnel and the driver. A trip report will be kept with the van driver/vehicle during the trip. The driver is responsible for entering beginning and ending mileages, class or purpose of trip, budget numbers, and notations of any problems with the vehicle. That paperwork will be left in the van or turned in to MOT personnel at the conclusion of the trip.

Records of driver compliance and vehicle maintenance shall be maintained by the District's Maintenance, Operations and Transportation Department or designee.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records.

All District owned or leased vehicles shall be returned to the designated location at the conclusion of the trip.

Fees and Fines

Fees associated with the maintaining vehicles shall be the responsibility of the District.

All fees associated with driver's personal insurance, licensing and endorsement requirements shall be the responsibility of the individual driver.

Fines and associated costs for parking and traffic violations are the responsibility of the individual driver.

Fees for mileage, fuel, and leasing shall be the responsibility of the unit or area.

At the sole discretion of the District, fees for the initial medical examination may be covered by the District, and billed to the appropriate department.

Accidents

All accidents involving District owned or leased vehicles shall be reported immediately to the local law enforcement, the Director of MOT and the driver's immediate supervisor who will then coordinate reporting to the appropriate administrator(s). (B.P. 6800)

An Accident Report form shall be completed at the time of the accident for all accidents involving District owned, leased, or private vehicles. The Accident Report form must be submitted to the Director of MOT or designee within 48 hours of the accident.

Section 4. Wireless or Cellular Telephone Use:

Motor vehicle drivers may not use wireless or cellular telephones while operating their vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless or cellular telephones in vehicles (B.P. 6450; V.C. 23123; V.C. 23124).

Section 5. Drug and Alcohol Use & Testing

The District will comply with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District must comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). (Ca.V.C. 34520)

Employees are required to comply with the provisions of the District's other policies and procedures regarding drugs and alcohol. (B.P. 3550)

The obligations and requirements set forth below are in addition to existing obligations and requirements set forth in the Board Policy on drug use.

All individuals who operate the following motor vehicles owned or leased by the District shall participate in a District approved drug testing program:

- a vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;
- a vehicle with a gross vehicle weight of at least 26,001 pounds;
- a vehicle designed to transport 15 or more passengers, including the driver; or
- a vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.

6. Hours of Services

The District shall comply with and use as the primary reference the United States Department of Transportation Title 49, Code of Federal Regulation, part 395, which regulates a driver's Hours of Service or (HOS). (Vehicle Code; 233, 34501)

Passenger-Carrying Drivers

10-Hour Driving Limit

May drive a maximum of 10 hours after 8 consecutive hours off duty.

15-Hour On-Duty Limit

May not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.

60/70-Hour On-Duty Limit

May not drive after 60/70 hours on duty in 7/8 consecutive days.

Here is a breakdown of how long each point infraction will remain in a California driving record:

- One-point additions to a driving record are usually cleared after three years.
- Points for serious violations like DUI and hit-and-run incidents stay on for 10 years.
- Failure to appear in court for any traffic violation will remain on the driving record for five years. Failure to appear in court for a DUI will remain on record for 10 years.