



Purpose

This vehicle use procedure has been established to provide information and guidelines to employees regarding responsibilities for the safe operation of District vehicles. Employees who are authorized to drive on behalf of the District will receive a copy of this procedure to review and use as a reference.

Definition

District vehicles may include but are not limited to: vehicles owned, leased, or rented by the District.

Use of District Vehicles

Only authorized, credentialed drivers may operate district owned or leased vehicles or rent vehicles under the auspices of the district. District vehicles shall be used only in the conduct of District business. This means "only when driven in the performance of, or necessary to, or in the course of, the duties of District employment." No District employee shall use, or permit the use of, any District vehicle other than in the conduct of District business.

Driver Requirements

1. Drivers must be current employees of the District or a Board Approved Volunteer.
2. Drivers must be at least 18 years of age - **21 if they will be transporting students in District vehicles.**
3. Drivers must have a valid California driver's license in good standing and of a class consistent with that required for the vehicle that will be driven.
 - a. The applicant's driver's license must not have been in a status of suspension or revocation for the immediately preceding 12 months.
 - b. The driving record cannot exceed the allowable "points" as listed in the standards outlined below.
4. Driver must agree to follow the Driving Rules set forth by the District.

Driver Authorization

Risk Management is responsible for screening and approving all drivers of District vehicles. To obtain authorization do the following:

1. Complete an application form provided by Risk Management and agree to a DMV records check.
2. Obtain authorizing signature from you supervisor.
3. Attach a copy of current driver's license and submit form to Risk Management.
4. Risk Management verifies that the applicant's "points" and driving history are within the standards outlined below then approves or denies the request accordingly.
5. Should the applicant be denied, his or her supervisor will be notified.
6. Approved drivers are responsible to provide Risk Management with updated copies of their driver's license after their current license expires; otherwise they will be removed from the approved driver list.

Driving Record Points Standards

Employees will not be approved to drive District vehicles if the driving record exceeds 3 "points" in the past 3 years. In addition, points charged for any of the violations listed below (type A violations) during the previous three years **will prevent the employee from being approved to drive District vehicles:**

- reckless driving
- hit and run driving
- driving under the influence of alcohol and/or any drug
- vehicular manslaughter
- evading a peace officer or resisting citation/arrest (vehicular related)



Any deviations from these guidelines must be approved by the Director of Risk Management.

The District reserves the right to remove or deny driving privileges for any student or employee due to accidents or violations involving District owned or rented vehicles. The District may, *at their sole discretion*, allow an employee who drives as a condition of employment to attend a District approved driver safety training program in lieu of losing driving privileges as a result of having had three or more in the past three years. This does not apply to any type A violations.

Vehicle Operating Rules

Driving a District vehicle, rented vehicles, a personal vehicle or other vehicles on behalf of the District is a privilege, not a right. The safety of passengers, pedestrians and others is every driver's highest priority. The following rules are included by reference on the Driver Application form and each driver agrees to abide by the following terms, conditions, and rules and regulations.

- Have and carry a valid driver's license while driving.
- Use District vehicles for authorized business only.
- Drivers with a class C license are not to transport more than ten (10) occupants, including the driver, no matter what the seating capacity of the vehicle is; otherwise, the vehicle is defined as a school bus or student pupil activity bus as per Vehicle Code Section 545.
- Use seat belts or other available occupant restraints and require all occupants to use seat belts or occupant restraints, in accordance with state laws and not operate the vehicle unless all occupants are wearing the appropriate restraints. Never permit total occupancy to exceed the number of seat belts.
- Use safe driving principles, practices and techniques at all times.
- No alcoholic beverages, illegal drugs, or controlled substances are to be used or consumed by the driver or any passenger at any time while operating or riding in a District insured vehicle.
- Tobacco products are not allowed in any District vehicle.
- Cell phone use is limited to hands-free operation.
- Dogs may not be transported in District vehicles, with the exception of a seeing-eye or service dog accompanying a passenger.
- Do not permit non-authorized drivers to drive District vehicles.
- Any needed repair, accident/property damage or unusual operating condition shall be reported immediately to the district or college mechanic by the driver or responsible staff member.

Drivers should be conscientious and courteous drivers and understand the importance of driving safely. Drivers should conduct themselves in a professional manner as representatives of Rancho Santiago Community College District and honestly report any accident or damage that may occur involving a vehicle under their care and control. Drivers will be evaluated on an ongoing basis to assure they maintain a safe driving record. Any changes to the status of the driver's license must be reported immediately through the supervisor to the Risk Management office.

Employees who misuse District vehicles may be personally liable for damages to persons or property caused by their actions. Employees who misuse are also subject to disciplinary action by the District.

Employees who receive traffic violations while driving District vehicles or driving on District business are responsible for paying any fines.



Supervisor's Responsibility

It is essential for those staff members who are charged with supervising employee drivers to take an active role in assuring the safe operation of motor vehicles. Supervisors are in the best position to observe and correct inappropriate or unsafe behavior. Any report of unsafe operation of a vehicle received by Risk Management will be communicated directly to the supervisor, department head or vice president of the area involved. Supervisors should be aware of all trips taken and driving assignments made. Supervisors are also responsible for reporting accidents.

Accident Procedures

Each on-campus accident involving a District insured vehicle, however minor, must be reported to Campus Safety immediately.

For off-campus accidents, there is an Auto Accident Kit in the glove box of each district vehicle. Do the following:

1. Stop immediately and take all necessary precautions to prevent further accidents at the scene
 2. Send for Help. Don't leave the accident scene. Ask a passing motorist or some other person to contact the Police and seek necessary medical assistance.
 3. Notify police in all injury accidents or if damage to either vehicle is greater than \$500.
 4. Render all reasonable assistance to injured persons. Movement of an injured person should not be undertaken if likely to cause further injury.
 5. Get names of witnesses. Document on enclosed accident form.
 6. Exchange information with other drivers
 7. Take pictures if possible. Document the scene and any damage (camera/cell phone).
 8. Do NOT make statement of any kind to anyone other than the authorities, your employer, or our claims representative.
 9. Report the incident to:
 - Your Supervisor
 - The Safety Department at your site:
 - SAC 714-564-9330 SCC 714-628-4730
 - Risk Management 714-480-7570
 10. If your car is not drivable, have it towed to a local repair shop and ask for an explanation of towing and storage costs.
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- Accidents must be reported to the Risk Management office, within 24 hours. The Risk Management office will be responsible for notifying the District's insurance agency. Do not hesitate to call the police. They will usually respond even if the accident involves only property damage. While the police may not make a determination of responsibility, they will at least document the obvious facts, which will be of help
 - The police will ask for evidence of liability insurance. Since the vehicle is owned or leased by Rancho Santiago Community College District, a public entity, and operated by employees or agents of the State. California Vehicle Code Sections 16000, 16020 et. seq. state that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility. This information can be found on the auto liability insurance identification card which should be located in the glove box of every district insured vehicle.
 - However responsible you may feel for the accident, do not admit to liability. The District's insurance carrier and/or the other party's insurance company will likely assign a claims adjustor, coordinated through the Risk Management office.



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- The driver may be held personally responsible for all costs of the accident if the driver is found to be operating the vehicle in a reckless manner due to the use of alcohol, illegal drugs, and/or controlled substances.
 - The vehicle operator must report the accident to the DMV if more than \$750 in damage was done to the property of any person or District, or anyone was injured (no matter how slightly) or killed. The report must be filed, whether the vehicle operator caused the accident or not and even if the accident occurred on private property. The report must be made on the California Traffic Accident Report, form SR 1, and must be made within ten days of the accident. If the report is not filed with the DMV, the vehicle operator's driving privilege may be suspended. The police or California Highway Patrol will not file this report.

Use of Personal Vehicles

Use of Personal Vehicles Personal vehicles may be used at the employee's option and at their own risk and must be insured by the owner. The owner's automobile liability insurance is the primary coverage, with the District's policy responding as an excess layer. There is no physical damage (collision and comprehensive) coverage through the District on a personal vehicle, even those operated for District business.

District employees are not permitted to use their private vehicles to transport students, except in the event of an emergency where student safety would be in jeopardy. Employees who transport students in their private vehicles shall be deemed to be acting outside the scope of their employment, and in this regard, shall accrue any and all liability for damages or injury resulting from their providing the transportation.

District employees who drive their own vehicles and who receive mileage reimbursement must agree that the vehicle used will always be:

1. Covered by liability insurance in at least the following amounts:
 - a. \$15,000 for personal injury to, or death of, one person,
 - b. \$30,000 for personal injury to two or more persons in one accident, and
 - c. \$5,000 for property damage;
2. Adequate for the work to be performed;
3. Equipped with safety belts in operating condition; and
4. In safe mechanical condition as required by law.

Operator Inspection

The operator of a vehicle also has an obligation to inspect the vehicle before driving it. The vehicle should be checked visually to assure that such items as the tires are in good condition and adequately inflated, that the side-view mirror is usable, that there is a gas cap, spare tire, and a jack. The brakes, lights, and other controls should be tested for satisfactory performance. Any needed repair shall be reported immediately to the district or college mechanic.



Print

Reset

Place a copy of your driver's license here.

Rancho Santiago Community College District DMV Pull Program Application Risk Management

Return this form with a clear copy of your driver's license to:
Annina Brown brown_annina@rsccd.edu
Risk Management (714) 480-7570

This form must be completed by all faculty/staff/student/volunteer/Intern drivers and you must pass the DMV record review prior to using a district vehicle.
Drivers must be at least 21 years of age to transport students.
Student/Volunteer/Intern drivers must be Board approved prior to driving for the District. It is the supervisor's responsibility to make sure they have been Board approved.

Employee Student Volunteer Nonpaid Intern

Driver's Name (print): _____ DOB: _____ DL #: _____

1. Department: _____ Campus: _____
2. Supervisor's Name (print): _____ Phone#: _____
3. Supervisor's Signature: _____
4. Student/Volunteer/Intern application requires Dean's signature: _____

I hereby authorize the California Department of Motor Vehicles (DMV) to disclose or otherwise make available, my driving record, to Rancho Santiago Community College District. I understand that RSCCD may enroll me in the Employer Pull Notice (EPN) program to receive a driver record report at least once every twelve months or when any subsequent conviction, failure to appear, accident, driver's license suspension, revocation, or any other action is taken against my driving privilege while driving on behalf of the District. I am not driving in a capacity that requires mandatory enrollment in the EPN program, but enrollment in the program is in an effort to promote driver safety.

I certify that the above information is true and correct. I agree to the following conditions:

1. I currently hold a valid California Driver's license for the type of vehicle being operated. I shall maintain a valid California Driver's License at all times when driving a District vehicle and/or when driving a personal vehicle on District business.
2. **Should my California Driver's License become suspended, cancelled, or revoked, I shall immediately inform the Risk Management Office and cease driving a District owned vehicle and/or a private/rented vehicle on District business.**
3. I will maintain a personal automobile liability insurance policy as required by the California Motor Vehicle Code, when I drive a personal automobile on District business. In the event an accident occurs while using a private vehicle on District business, I understand that my private vehicle insurance policy is primary per the California Vehicle Code.
4. I shall immediately inform the Risk Management Office should my personal automobile liability

insurance policy become cancelled. I shall immediately cease driving a personal vehicle on District business.

5. I agree to drive in a reasonable and prudent manner and abide by all applicable State and local laws, ordinances, and regulations.
6. Cell phones are only to be used in the hands-free mode.
7. My passengers and I will utilize any and all safety measures such as seat belts that the vehicle may be equipped with.
8. Smoking is not allowed in district vehicles.
9. In the event of an accident resulting in property damage and/or bodily injury, I shall immediately make a report to the local law enforcement agency and I will not leave the scene of the accident until I have been directed to do so by a law enforcement official. I shall immediately report any accident that may have caused property damage and/or bodily injury to the Risk Management Office at (714) 480-7570 and follow up with a completed "Auto Accident Report Kit" found in the glove box of District vehicles.
10. I understand that the use of a District vehicle is for District business only and I agree not to use this vehicle for my personal business at any time, including periods when participating in-out-of - town/state field trips. I understand that violation of this agreement may terminate my permissive vehicle user status and compromise my liability coverage through the District.

I have read the forgoing and I am fully aware of the legal consequences of signing this Release and Travel Waiver Agreement and I hereby voluntarily agree to the terms that are stated above.

Driver's Signature: _____ Date: _____

Datatel Employee ID# _____

Datatel Student ID#: _____

RM Specialist: _____ Date: _____

Student/Volunteer/Intern: _____ Board Approval Date: _____