

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE

BUSINESS AND FISCAL AFFAIRS

CHAPTER 3

District Vehicle Usage

AP 6530

The purpose of this procedure is to ensure that all operators of district owned vehicles are currently licensed to operate a vehicle in the State of California. Verification of licensure as well as entry into the Department of Motor Vehicle Pull-Notice System must be provided to the Human Resources department.

Driver Requirements:

The following requirements apply to all drivers of vehicles owned or leased by Victor Valley Community College District:

1. A District vehicle is defined as any motorized vehicle *including any passenger vehicle, golf cart, utility transport, or off-road vehicle, etc.*
2. Drivers must possess a valid California driver license.
3. Drivers must be faculty, staff, board members, student workers, or board approved volunteers.
4. Drivers must require all occupants to wear seatbelts in accordance with California state laws.
5. Drivers agree to know and abide by all state and federal laws and all district procedures pertaining to the operation of district vehicles.
6. Drivers are required to report any vehicle damage caused by an accident in which they are involved to the Campus Police Department (760-245-4271, extension 2555). When vehicle keys are distributed, drivers must note on the Driver's Report form: the date, time, and name of the officer who took the report.
7. Drivers must not leave paved or improved road. **Use of vehicles for off-road activities is prohibited.**
8. No smoking is permitted in any district vehicle.
9. Prior to operating a 12-passenger van, drivers must provide a Department of Transportation medical Examiner's Certificate (DL51A) to the Human Resources Department.

All vehicles must be requested using the Vehicle Reservation Request Form available at www.vvc.edu, Maintenance & Operations Department website. Submit, if possible five (5) days prior to need. Same day service should be cleared by calling extension 2216 for vehicle availability.

Vehicle users that have three (3) or more violation points, a suspended license or a restricted license will not be allowed to operate district vehicles.

Reference: California Department of Motor Vehicles "Pull Notice System" MS H265
California Vehicle Codes: 12500, 14601
Accrediting Commission for Community Colleges, Standard III B