



## **AP 6530 DISTRICT VEHICLES**

### **References:**

California Code of Regulations, Title 13, Division 1, Chapter 1;  
Vehicle Code Sections 27360 and 27363;  
Insurance Code Section 11580.1(b)

### **District Approved Drivers**

An individual wishing or required to drive a District vehicle must be pre-approved by the Fleet Services Department in accordance with DMV regulations, and consent to adhere to the “SBCC District Driver Procedures, Rules, and Information Guidelines” posted on the District’s website.

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

### **Drivers License Requirements**

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 are designed to carry 12 or more persons including the driver must have a current Class B license and a current medical certificate.

### **Compliance Requirements**

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

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

Vehicles made available to District approved drivers are for use only 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. The Chief Business Officer or designee is responsible for controlling access to and use of all District vehicles.

### **Insurance and Liability**

The District is a legally self-insured public agency. Self-insurance covers the District’s liability with respect to the operation of District-owned vehicles and employees acting within the scope of their employment. Self-insurance does not cover collision damage to



District vehicles or privately-owned vehicles being operated by employees on District business.

Only students, employees, Board approved volunteers, or individuals on District business may be transported in District vehicles.

### **Student Use of Vehicles**

Off-campus classes, including work experience classes, are considered an extension of the college. The District assumes no responsibility for the student's transportation to or from the class.

Field trips or excursions may be scheduled to convene at the site of the event. In such cases the District assumes no responsibility or liability for the student's transportation to or from the site.

Students traveling with staff are required to remain with the group for the entire trip including travel to and from the destination. An adult student (18 years or older) may use his/her own private vehicle for self-transportation on a voluntary basis only if the following conditions are met:

1. The student shall have first signed a "Student Voluntary Transportation Agreement."
2. The student has shown evidence of insurance, current vehicle registration, and a valid driver's license.
3. The documents required in items #1 and #2 above have been submitted no less than three working days before such use.

If the adult student using his/her private vehicle also drives other participants to the event, those passengers shall also have first signed a "Student Voluntary Transportation Agreement" before driving to the site. Such use shall not be allowed for field trips or other District-sponsored events without prior approval of the responsible department manager. Examples of the responsible department manager include: the Athletics Director for Athletics, the department chair for instructional programs, and the club advisor for campus clubs.

The waiver forms for attendance at a field trip or conference are available in the Administrative Services Office and the Office of Student Life.

### **Specific Use Procedures**

Departments with unique and justifiable needs for student transportation procedures not addressed herein shall draft specific procedures for the department's use. Such procedures shall be reviewed and approved by the Vice President, Business Services and the Risk Manager.

### **Transporting of Children**

There may arise circumstances when it becomes necessary for a college employee to transport children. Only drivers licensed for the type of vehicle operated shall be permitted to transport children between the ages of two to five years enrolled in the



Orfalea Early Learning Center. District vehicles may not be used for transportation of these children.

Drivers transporting children are required to have the following minimum insurance coverage: \$100,000/\$300,000 bodily injury liability; and \$100,000 property damage liability. (Insurance Code Section 11580.1(b))

The manufacturer's rated seating capacity of the vehicles shall not be exceeded.

Motor vehicles used to transport children shall be maintained in a safe operating condition.

Vehicle Code Section 27363 allows a child weighing more than 40 pounds to be transported in the back seat of a vehicle while wearing only a lap safety belt when the back seat of the vehicle is not equipped with a combination lap and shoulder safety belt. Notwithstanding Section 27360, a child under eight years of age who is four feet nine inches in height or taller may be properly restrained by a safety belt rather than by a child passenger restraint system.

The staff-to-child ratio shall be maintained while transporting children in motor vehicles (1:5 children two to three years old; 1:8 children three to five years old). Children shall not be left in parked vehicles.

#### **Transportation of Injured Student/Staff**

Athletic injuries will be assessed by the team doctor or trainer, and general student injuries will be assessed by the College Nurse or Campus Security. Once medical stability has been established, the mode of transportation can be recommended (i.e. ambulance, private vehicle, taxi, or Campus Security). In the event that a private vehicle is used, a parent, relative, or friend shall transport the injured. Staff shall not transport an injured student except in the case of certain field trips at remote sites where no other services or options are available.

The Athletic Trainer is authorized to transport an injured student at off-campus athletic contests.

Students have the right to refuse medical treatment and/or transportation; however, if they exercise this right, they are requested to sign a right of refusal form from Campus Security or Student Health Services.

Injured staff may be transported by Campus Security

#### **Transportation of a Stranded Student at Off-Campus Class**

Staff will assist a stranded student to find transportation from a parent, relative, friend, or taxi. Only as a last resort may staff personally transport a stranded student.

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**Date Approved:** January 12, 2016  
(Replaces current SBCC APs 6801 and 6802)