

DISTRICT DRIVER POLICY

1. All drivers must be properly licensed to drive a vehicle within the State of California. Note: Vehicles designed to seat ten (10) or more passengers, including the driver, require the driver to have a Class B-P driver's license. Class B-P licenses are not valid out of state for individuals under twenty-one (21) years of age.
2. The use of full-time employees of the district as drivers of district vehicles is encouraged.
3. In emergency situations, adult members of the community, who have been approved by the Board of Trustees as volunteers, or college students who are at least (18) years of age may be permitted to drive district or private vehicles. All drivers must adhere to the district driver policy.
4. Final approval of drivers shall be the responsibility of the appropriate Vice Chancellor of Human Resources, College President, or an appointed designee.
5. The district reserves the right to refuse any individual authorization to operate a vehicle on district business or be reimbursed mileage if the individual is determined to be a negligent operator, fails to maintain a valid California driver's license in a class appropriate to the vehicle being driven, or does not have insurance in effect as prescribed by the Board of Trustees.
6. All drivers of District vehicles must submit to the Transportation Department Form ADM 12, Motor Vehicle Use Requisition. Individuals will not be permitted to drive on the district's behalf until notified of driver approval by the Transportation Department.
7. The Transportation Department or designee shall maintain employee driver history inspections through the Department of Motor Vehicles (Pull Notice Program). Each time a driver is convicted of a moving traffic law violation, the court notifies the Department of Motor Vehicles.
 - a. When a traffic conviction shows that a person drives a motor vehicle unsafely on a highway, it counts as one point towards determination of a negligent driver.
 - b. Two points are charged if the driver is convicted of:
 - (1) Reckless driving;
 - (2) Hitting an unattended vehicle without notifying the owner;

- (3) Causing property damage, injury, or death by hit-and-run driving;
 - (4) Manslaughter involving a vehicle;
 - (5) Causing injury or death with a vehicle while evading a peace officer;
 - (6) Driving on the wrong side of a divided highway;
 - (7) Speed contest or exhibition of speed;
 - (8) Illegal transport of explosives;
 - (9) Driving under the influence of liquor and/or any drug.
- c. An accident is normally counted as one point. If an individual's total point count exceeds the allowable limit due to an accident found not to be his/her fault, an appeal not to consider the accident may be filed with the Transportation Department. It shall be the individual's responsibility to supply a copy of the traffic accident report or insurance company report with the appeal.

For South Orange County Community College District purposes, a driver is considered a negligent operator of a motor vehicle when the employee's driving record shows the following point count:

- 2 points in a 12-month period
- 3 points in a 24-month period
- 4 points in a 36-month period

- 8. The district reserves the right to refuse an individual authorization to operate a district vehicle if the individual is determined to be a negligent operator in accordance with "7. c." above or fails to maintain a valid California driver's license in a class appropriate to the vehicle being driven.
- 9. The Transportation Department shall maintain a list of approved drivers who are authorized to operate district vehicles.
- 10. A "district vehicle" is defined as, "A motor vehicle owned by the South Orange County Community College District, Saddleback College, and Irvine Valley College, and used for the purpose of moving or propelling any person or property upon a highway."