

EMPLOYEE USE OF DISTRICT MOTOR VEHICLES

Administrators are to consider the risks involved in employee use of district vehicles, are responsible for the safety of passengers, and assuring insurance requirements are met. Some guidelines to follow are:

1. Use of district vehicles is restricted to employees, volunteers as approved by the Board of Trustees, and adult students who are district approved drivers.
2. The driver must have a valid driver's license in a class appropriate to the vehicle being driven.
3. Only employees, volunteers as approved by the Board of Trustees, and student passengers are allowed in the vehicle.
4. The driver must follow the most direct route to the destination and avoid unnecessary stops.
5. District vehicles may be used for district business only. Use of district vehicles for personal business is strictly prohibited, except as allowed under the district's AQMD Regulation XV Trip Reduction Plan.
6. The care, cleanliness, and safety of the vehicles used in all college sponsored field trips or activities shall be the responsibility of the individual who has been assigned as the supervisor of the trip.
7. Any abuse of district vehicles that has been caused by negligence as determined by the Transportation Department could result in the suspension or revocation of transportation privileges to the negligent party.

A Motor Vehicle Use Requisition, Form ADM 12, must be properly completed, approved by the immediate supervisor and authorized administrator, and filed with the Transportation Department before a driver can be assigned the use of a district vehicle. An Annual Motor Vehicle Use Requisition may be filed for an individual whose responsibilities permit continual use of district vehicles throughout the year.

A Daily Inspection Form and Driver's Daily Log, Form TRAN 1, shall accompany the vehicle assigned and must be properly completed by the driver and filed with the Transportation Office at the time the vehicle is returned to the transportation compound.

All drivers for transportation to and from college and district sponsored activities must comply with the South Orange County Community College District Driver Policy, AR-3205(d). All drivers are responsible for complete review and understanding of the provisions of district policies and procedures regarding the use of district vehicles.

All accidents involving district vehicles must be reported to local authorities immediately. The driver of the vehicle is responsible for ensuring that police reports are obtained at the scene of the accident and that any vehicular accidents involving personal injury are reported to the district's insurance administrator immediately. **All accidents, regardless of magnitude, are to be reported to the colleges Facilities and Maintenance Office and to the District's Risk Manager or designee within one working day after the accident has occurred.**

Under the District's AQMD Regulation XV Trip Reduction Plan, employees who rideshare may use campus vehicles for personal appointments during the day according to the following conditions:

1. Employees who use an alternative mode of transportation can, under certain circumstances, use a College vehicle for a personal appointment during the day. Employees are encouraged to have their own vehicle on campus on days when personal appointments are anticipated. Further, the employees must be registered with the Employee Transportation Coordinator as being involved in alternative mode of transportation to use this incentive.
2. An employee who is so registered shall notify his/her supervisor of his/her appointment in order to have the supervisor authorize the time off. The supervisor shall contact the Employee Transportation Coordinator to arrange for a campus vehicle. The employee must use the campus vehicle only for the appointment, taking the most direct route to and from the appointment. Further, the vehicle must be returned to the campus prior to going home.
3. Vehicles will be checked out as available. District business will take precedence over personal use. The Employee Transportation Coordinator, however, will make every effort to provide a vehicle to comply with the district's AQMD Trip Reduction Plan.
4. A District Vehicle Use Agreement, Form #FS 81, must be properly completed and approved.