

GUIDELINES FOR USE OF PRIVATELY OWNED VEHICLES

The following regulations shall apply to all individuals operating a privately owned vehicle on authorized district business.

1. All drivers must possess a valid driver's license in a class appropriate to the vehicle being driven.
2. The privately owned vehicles must carry public liability insurance of not less than \$50,000/\$100,000 and property damage insurance not less than \$25,000.
3. The number of passengers, including the driver, may not exceed the number of permanently attached seats. In no case shall the number of passengers, including the driver, exceed the number of available seat belts. At no time shall the driver's vision be obstructed.
4. Trip routes to points outside of the district in excess of ten (10) miles must be approved in advance by the College President or designee.
5. The limit on the distance of transporting students in privately owned vehicles shall be a radius of 125 miles.
6. Drivers must be adults (18 years or older). Personal Automobile Use Permission Form, FS #200, and waiver and release forms as prescribed by the district must be completed and be on file with the Vice Chancellor of Human Resources or designee before a trip is taken.
7. Use of privately owned vehicles where hazardous road conditions exist is prohibited. This includes hazardous conditions declared by the California Highway Patrol, or other city, county, state, or federal agencies authorized to monitor road conditions.
8. If privately owned vehicles are used, their owners shall be reimbursed at the current rate of reimbursement allowed by the Internal Revenue Service, adjusted annually the Board of Trustees on January 1.
9. Final approval of drivers of privately owned vehicles is the responsibility of the Vice Chancellor of Human Resources or designee.

All employees or authorized volunteers, while engaged in authorized activities within the scope of their assigned duties, are covered by district insurance for damages caused to

persons or property as a result of negligence of the employee or volunteer. However, when privately owned vehicles are used on authorized school business, the driver's personal liability insurance will be primary in the settlement of all claims. District insurance will cover the unpaid excess up to the policy limits. Collision damage to privately owned vehicles, owned by either employees or volunteers, is not covered by district insurance.

The district shall require evidence of insurance by one of the following:

1. A photocopy of the face sheet of the insurance policy;
2. A Certificate of Insurance from the agent or company;
3. A form completed by the employee or volunteer providing the required information;
4. "Proof of Insurance" form presently being provided by automobile insurance companies in California.

If the district utilizes an employee/volunteer vehicle, the driver must:

1. Follow the most direct route;
2. Avoid unnecessary stops;
3. Avoid transporting non-district personnel or students as passengers;
4. Avoid transporting more than nine (9) students, no matter what size of vehicle;
5. Require all passengers to use seat belts.

The employee/volunteer is an agent of the district, and the district could be held responsible in the event of injury or damage. Therefore, all driver's qualifications must be screened to ensure that drivers possess a valid California driver's license, and that the vehicle is adequately insured.

The Personal Automobile Use Permission Form, FS #200, is to be completed for all individuals who drive a personal automobile on behalf of the South Orange County Community College District. The information requested will be used to verify with the Department of Motor Vehicles (DMV) that the individual holds a valid California driver's license in a class appropriate to the vehicle to be operated. All authorized drivers will be placed on the DMV Pull Notice Program. This program provides notice on an ongoing history of the individual's driving record.

The form will also be used by the College's Transportation/Facilities and Maintenance Department to verify that the driver carries automobile insurance in the amount specified by South Orange County Community College District board policy. Anyone not holding a valid

Adopted: 7-08-93
Revised: 8-30-99
Revised: 5-26-09

California driver's license and automobile insurance is not authorized to operate a personal vehicle to conduct district business.

Persons requesting driver approval should allow ten (10) working days for approval. No individual will be authorized to drive on district business until approval is received from the Transportation Department.

To obtain approval, complete the Personal Automobile Use Permission Form, detach the goldenrod copy for your records, and forward the remaining copies to the Transportation Department. The Transportation Department will obtain verification from the Department of Motor Vehicles (DMV) that the individual holds a valid California driver's license in a class appropriate to the vehicle to be operated.

Once verification has been received, the Transportation Department will return an approved copy of the Personal Automobile Use Permission Form to the driver. The original approval form is to be maintained in the Transportation Department.