



**Policy**

**6530 Authorization to Drive District Vehicles**

Vehicles of the District shall be driven by employees of the District who possess the appropriate valid driver’s license issued by the State of California and fulfill the District’s specific requirements. Under circumstances and procedures determined by the Executive Vice Chancellor, students (enrolled in the colleges of the District who possess the appropriate valid driver’s license issued by the State of California and adhere to the District’s specific procedures) may be authorized to drive designated District vehicles.

Exceptions to this policy are authorized in cases of emergency or undue hardship as determined by, and upon authorization of, the Chancellor.

**Adopted:** June 28, 2004

**Revision Adopted:** August 10, 2016

**Last Reviewed:** August 10, 2016

**Administrative Procedure**

**6530 Authorization to Drive District Vehicles**

I. Except as stipulated herein, only employees of the District who possess a valid California driver’s license and have a clear DMV report, shall drive the following District vehicles:

A. Buses and Vans

1. Buses

To drive a college bus the employee must possess a valid California Commercial Class B Driver’s License, a Passenger Transport Endorsement, a valid Medical Certificate, and successfully complete a training program required by the State and provided by the District Transportation Department. Only properly qualified and licensed employee-drivers may drive such vehicles, whether passengers are or are not being carried.

2. Vans

To drive a van owned, rented, or leased by the District that is designed to transport more than 10 passengers, including the driver, the employee must possess a valid California Commercial Class B Driver’s License, a Passenger Transport Endorsement, a valid Medical Certificate, and successfully complete a training program required by the State and provided by the District Transportation Department. Only properly qualified and licensed employees may drive such vehicles, whether passengers are or are not being carried.

B. Other Vehicles

1. Any employee or volunteer of the District may drive any District vehicle for which a proper and valid California Driver’s License is held. An “Authorization to Release Driver Record Information” (INF 1105) must be submitted to either the District Transportation Department or to the College Facilities Office one week prior to driving any District vehicle. Initially, employees must submit a recent DMV printout along with the INF 1105 if planning to drive a District vehicle within the one week period.

a) Minimum age for employees to drive a District vehicle is 18 years.

b) Minimum age for volunteers to drive a District vehicle is 21 years. Volunteers are not permitted to drive personal vehicles on District business.

Exceptions may be made for student volunteers ages 18 to 21 with the prior approval of the College President or designee.

c) Use of District vehicles for personal business is prohibited.

2. Any student or student worker of the District may drive any District vehicle for which a proper and valid California Driver License is held. An “Authorization to Release Driver Record Information” (INF 1105) must be submitted to either the District Transportation Department or to the College Facilities Office one week prior to driving any District vehicle, or the student

1 or student worker may submit a recent DMV printout along with the INF 1105 initially. The  
2 following conditions must be met for a student or student worker to drive a District vehicle:

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- 4 a) Minimum age for students or student workers to drive a District vehicle is 18 years.
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  - 6 b) Students under the age of 21 may not drive District vehicles on trips that exceed a 150-  
7 air-mile radius.
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  - 9 c) For trips outside the 150-air-mile radius, student drivers must be accompanied by a  
10 staff/faculty member.
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  - 12 d) Requests for exceptions must be submitted in writing to the Executive Vice Chancellor at  
13 least two weeks prior to the trip.
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16 3. All out-of-District trips require an approved Travel Request per Policy 7400.

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- 18 a) When reserving District vehicles, reservations should be made a minimum of 8-weeks  
19 prior to travel. This will allow sufficient time to secure rental vehicles in the event District  
20 vehicles are not available.
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- 22 b) When traveling out of the District, travel may be made by utilizing District vehicles or by  
23 rental vehicles from reputable rental agencies.
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- 25 c) When driving out of state, travel may be made by available District vehicles with less than  
26 80,000 miles on the odometer or otherwise deemed mechanically sound by the  
27 Transportation Department to travel extended miles.
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- 29 When appropriate District vehicles are not available for traveling out-of-state, travel may  
30 be made by utilizing rental vehicles from reputable rental agencies.
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- 32 d) Out-of-country travel must be made by utilizing rental vehicles from reputable rental  
33 agencies. Additional insurance coverage must be purchased with the rental.
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- 35 e) When rental agencies are used, full property and liability insurance shall be required at  
36 the time of rental through the rental agency for coverage of all vehicle rental use.
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- 38 f) All expenses associated with the cost of rental vehicle, insurance, fuel, and other rental  
39 costs shall be borne by the Department and reimbursed through the proper established  
40 reimbursement procedures of the District.
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- 42 g) Damage to District vehicles and insurance deductibles may be charged to the  
43 Department.
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- 45 h) Modifications to District vehicles (such as removing seats for more cargo space) are not  
46 permitted. Contact Transportation for available cargo transport.
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1 4. Based on District criteria to determine driver eligibility, the following driver records would not  
2 be allowed to drive District vehicles:

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4 a) One or more major convictions in the last three years; or  
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6 b) Four or more minor convictions in the last three years; or  
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8 c) Three or more accidents in the last three years; or  
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10 d) Any combination of minor convictions and accidents totaling four or more in the last  
11 three years.

12 Major convictions shall include any but are not limited to the following:

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15 • Driving under the influence of alcohol or drugs. This would include prescription drugs  
16 that have the warning that operating machinery or a motor vehicle while using this  
17 drug is not safe.  
18 • Driving while impaired.  
19 • Reckless driving, racing or speed contest.  
20 • Failure to report an accident.  
21 • Making a false accident report.  
22 • Vehicular homicide or manslaughter.  
23 • Attempting to elude a police officer.  
24 • Driving while license is suspended or revoked.  
25 • Speeding at 25 MPH over the posted speed limit and in excess of 25 MPH over the  
26 speed limit.  
27 • Hit and run.  
28 • Failure to appear.  
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30 Minor convictions shall include any moving traffic violation other than a major conviction.

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32 • Examples include, but are not limited to the following:  
33 • Speeding (less than 25 MPH over the posted speed limit).  
34 • Running a stop sign or red light.  
35 • Improper turn.  
36 • Passing across a double-yellow line.  
37 • Failure to yield.  
38 • Following too close.  
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40 5. Operators of golf carts, forklifts, and certain maintenance-type equipment must receive  
41 special training provided by the District Transportation Department.

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43 C. Drug and Alcohol Testing  
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45 Federal transportation regulations require that all persons who operate a commercial motor  
46 vehicle and hold a commercial driver's license be subject to drug and alcohol testing, referenced  
47 in the Omnibus Transportation Employee Testing Act of 1991.

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2 The drug and alcohol testing rules apply to every person (employee) who operates a commercial  
3 motor vehicle requiring a commercial driver's license in the course of their employment.  
4 (Exception: California firefighters operating any fire-fighting equipment, with the exception of a  
5 bus, are exempt from these regulations.)  
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7 1. Testing Circumstances  
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- 9 a) Pre-employment/pre-duty testing  
10 b) Post-accident  
11 c) Random testing  
12 d) Reasonable suspicion  
13 e) Return-to-duty testing  
14 f) Follow-up testing  
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16 The YCCD Risk Management Office is responsible for administering the program.  
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18 D. Idling of Diesel Vehicles  
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20 Current California law prohibits unnecessary idling of diesel-fueled commercial motor vehicles  
21 and equipment. No vehicle or engine subject to this regulation may idle for more than five (5)  
22 consecutive minutes. At schools, drivers of commercial diesel vehicles and school buses must  
23 turn off the vehicle engine upon stopping at a school or within 100 feet of it and must not turn  
24 the engine on more than 30 seconds before beginning to depart from a school or from within 100  
25 feet of a school. Idling of a diesel powered vehicle that is owned by a rental company is the  
26 responsibility of the renter or lessee, and the rental agreement should so indicate. Notices have  
27 been affixed to vehicles and equipment in conspicuous locations to remind the operators of this  
28 regulation.  
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30 The idling limit does not apply to:  
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- 32 1. A bus idling up to 10-minutes prior to passenger boarding, or when passengers are onboard;  
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34 2. Idling when the vehicle must remain motionless due to traffic conditions, an official traffic  
35 control device, or an official traffic control signal over which the driver has no control, or at  
36 the direction of a peace officer, or operating a diesel-fueled auxiliary power system (APS) or  
37 other device at the direction of a peace officer;  
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39 3. Idling when the vehicle is queuing that at all times is beyond 100 feet from any restricted area;  
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41 4. Idling to verify that the vehicle is in safe operating condition, provided that such engine idling  
42 is mandatory for such verification;  
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44 5. Idling of the primary diesel engine mandatory for testing, servicing (cleaning of commercial  
45 vehicles/trucks/buses is not considered servicing), repairing, or diagnostic purposes, including  
46 regeneration or maintenance of the exhaust emission control device during engine idling  
47 when the dashboard indicator light, if so equipped, is illuminated indicating that regeneration  
48 or maintenance is in progress;

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6. Idling of the primary diesel engine, operating a diesel-fueled APS, or operating other devices when operating defrosters, heaters, air conditioners, or other equipment solely to prevent a safety or health emergency;
  7. Idling necessary to accomplish work for which the vehicle was designed (such as operating an aerial lift or load hoisting).

Drivers found in violation of this regulation are subject to a minimum civil penalty of \$300 and possible criminal penalties, as specified in the Health and Safety Code.

**Reference:** California Environmental Protection Agency – Air Resources Board Advisory #333, dated 02/25/2008.

- II. Exceptions to District policy limiting drivers of District vehicles to employees or students may be made for the following reasons by the Chancellor only, or designated representatives as determined by the Chancellor.

- A. Cases of Emergency

If, in the Chancellor’s judgment, the emergency is of such a nature and severity that it would be in the District’s best interest, and/or in the interest of preserving the public peace, health and safety, or general welfare, individuals other than District employees or students may be authorized to drive District vehicles.

- B. Cases of Undue Hardship

If, in the determination of the Chancellor, strict adherence to District policy would create a situation of undue hardship on the District in the furtherance of its mission, individuals other than District employees or students may be authorized to drive District vehicles.

1. In no case shall exception to the requirements for proper and valid licensure be permitted, whether vehicles are driven by employees or non-employees as specified above.
2. Department managers are responsible for notifying the District Transportation Department of new employees and/or students that are operating vehicles and equipment that are specifically assigned to their department.
3. Students may drive other students only with the permission of the College President or the Executive Vice Chancellor.

**References:**

[Title 13, California Code of Regulations, Division 1, Chapter 1](#)

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**Procedure Last Revised:** August 4, 2008, February 24, 2010, February 8, 2012, October 9, 2013, August 10, 2016

**Last Reviewed:** August 10, 2016