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5 AUTHORIZED DRIVERS
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8 **1. ELIGIBILITY REQUIREMENTS**
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- 10 a. All employees must be properly licensed to drive a vehicle within the State of California. The
11 driver must have a valid California driver's license in a class appropriate to the vehicle being
12 driven.
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14 b. All drivers must provide proof of automobile insurance.
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16 c. Use of District vehicles is restricted to employees, volunteers and students as approved by the
17 Board of Trustees, and must be on the District's Approved Driver's List.
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19 d. District vehicles shall be used for District business only. Use of District vehicles for personal
20 business is strictly prohibited.
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22 **2. GUIDELINES AND DEFINITIONS**
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- 24 a. An authorized driver is one who has a valid California Driver's License, completed the Request
25 for Driver's Record Information form, and enrolled in the DMV Pull Notice Program.
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27 b. The District is enrolled in the Pull Notice Program with the California Department of Motor
28 Vehicles. The Human Resources Department maintains the employee driver's record and a list
29 of approved drivers who are authorized to operate district vehicles.
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31 c. A "District vehicle" is defined as a motor vehicle owned by the San Bernardino Community
32 College District and used for the purpose of conducting District business.
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34 d. Only authorized drivers, faculty, staff, Board Approved volunteers and student workers are
35 authorized to drive District vehicles. New employees with a driver's license requirement in their
36 job description shall complete the Driver's Record Information form. For all other individuals
37 who may be asked to drive on District business, it is the responsibility of their managers to have
38 the form completed.
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40 1) Regular drivers are defined as any employee whose job requires use of a vehicle on a
41 daily or consistently scheduled basis. Regular drivers are the Campus Police, Security,
42 Maintenance, Delivery, or Custodial drivers, including those drivers who use carts.
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44 2) Occasional drivers are employees who drive to an offsite meeting, seminar, or event to
45 conduct District related business. Occasional drivers are also defined as employees
46 who drive students to official District or campus related business.
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48 **3. CONDITIONS**
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- 50 a. An employee may be authorized to use a privately owned vehicle to conduct authorized District
51 business. Employees that use their own vehicles for District business must:
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53 1) Have a valid California driver's license; and
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55 2) Have proof of the legal minimum insurance coverage required by California law.

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- a) The minimum insurance coverage is defined as Public Liability Insurance with minimum limits of fifteen thousand dollars (\$15,000) for personal injury or death of one or more person;
 - b) Thirty thousand dollars (\$30,000) for injury to or death of two (2) or more persons in one accident;
 - c) Five thousand (\$5,000) for property damage.
- b. The District has determined that if an employee's California driver's license is revoked or suspended, the employee will not be authorized to drive District vehicles (owned, rented or leased) or use privately owned vehicles for or to any activities associated with the District.
 - c. It is the discretion of the Chancellor or Designee to deny employees and Board Approved volunteers, permission to drive District vehicles based on their driver record.
 - d. All regular drivers must complete an approved safe driving course either on the *SafeColleges* website (<http://www.sbccd.keenan.safecolleges.com/login>) or as determined by the District every three (3) years. All occasional drivers are encouraged to complete an approved safe driving course.
 - e. Employees who operate golf carts, forklifts, and certain maintenance-type vehicles must receive training and complete any certification requirements prior to being authorized to operate the District vehicle.

4. PROCEDURES

- a. New Employees
 - 1) All new employees, who *intend* to drive for any purpose related to District job requirements, events, functions, or attendance at conferences/workshops, must submit a SBCCD Driver's Information Request form and provide copies of a valid California Driver's License and proof of automobile insurance to the Human Resources Department.
 - 2) Forms are available on the District website and in the Human Resources Department.
 - 3) Once received, the form will be sent to DMV for processing. Upon receipt of the DMV Driver's Record, approval or denial will be determined based on maintaining a valid California driver's license.
 - 4) Copies of all driver's record will be maintained in the Human Resources Department.
- b. Current SBCCD Approved Drivers
 - 1) The Human Resources Department will maintain a list of all SBCCD Approved Drivers.
 - 2) All employees who are on the SBCCD Approved Driver's List are authorized to drive for any purpose related to District job requirements, events, functions, or attendance at conferences/workshops and claim mileage reimbursement.
 - 3) DMV will automatically generate and send the District Human Resources Department a driver's record of the employees enrolled in the Employer Pull Notice. DMV will

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automatically send an update when a driver has any of the following actions/activities added to his/her driver's record:

- a) Convictions
 - b) Failures to Appear
 - c) Accidents
 - d) Driver License Suspensions or Revocations
 - e) Any other actions taken against the driving privilege
- 4) An employee who no longer meets the conditions outlined in this administrative procedure will be removed from the SBCCD Approved Driver's List and receive notification that authorization to drive District vehicles or privately owned vehicles for District business has been revoked. Employees may reapply by submitting the SBCCD Driver's Information Renewal form. Any appeals must be in writing and submitted to the Chancellor or Designee.
- 5) If driving is a requirement of an employee's job and he or she no longer meets the criteria established in this administrative procedure, a determination will be made by the Chancellor or Designee as to whether the employee's driving status will be accommodated.
- 6) Copies of all authorized drivers' DMV driver record will be maintained in the Human Resources Department.