DRIVER PROCEDURES
&
FLEET INFORMATION

The Transportation Department, located in the Facilities & Operations (F&O) building, provides vehicles to college employees and other approved drivers for off campus events and conferences. A per mile fee is charged to cover the cost of fuel and vehicle maintenance. Vehicles are scheduled on a first come basis and on the availability of vehicles and bus drivers. A yearly calendar is used for scheduling. The California Highway Patrol (CHP) monitors the college’s transportation program and requires the college follow specific procedures for pull notices, preventative maintenance inspections, driver data cards and daily logs for bus drivers. All information is copied, documented and kept on file for the CHP annual inspection.

I. Driver Procedure

This administrative regulation sets forth the minimum standards and procedures for employees to be screened and evaluated for approval to drive District vehicles. District vehicles may include but are not limited to: vehicles owned, leased, or rented by the District. Meeting these minimum standards does not automatically deem an individual as an approved driver.

Minimum Standards
1. Driver must be a current employee of the District or a Board approved professional volunteer.
2. Driver must be at least 18 years of age.
3. Driver must have a valid California driver’s license in good standing and of a class consistent with that required for the vehicle that will be driven.
   a. The driver’s license must not have been in a status of suspension or revocation for the 12 months immediately preceding.
   b. The driving record cannot exceed the allowable “points” as listed in the standards outlined below.
4. Driver must agree to follow the SBCC District Driving Rules set forth by the District.
5. Driver must submit to random drug testing if required by the California Highway Patrol for the type of vehicle he/she is driving.

Screening and Approval Process
1. Complete a driver data card obtained at the F&O office.
2. Provide necessary documentation:
   Class “C” - copy of current driver’s license w/picture
   Class “B” - copy of current driver’s license w/picture & a copy of medical examiner certificate. Driver’s license & medical examiner certificate must be kept up to date.
3. Information provided is faxed to ASCIP (Alliance of Schools for Cooperative Insurance programs/motor vehicle records request) to obtain an immediate printout of driving record, followed by an official pull notice from the California Department of Motor Vehicles (DMV). This information is attached to the driver data card.
4. The Facilities Director verifies that the applicant’s “points” and driving history are within the standards outlined below, then approves or denies the request accordingly. Should the applicant be denied, his or her supervisor will be notified.
5. The Transportation Department will send the approved driver a copy of the District Driving Rules. The driver must read and sign the SBCC District Driving Rules Acknowledgement and return it to the Transportation Department for final approval before driving a college vehicle.

6. DMV provides updates for each driver on file every 6 months or sooner if changes occur on the driver’s record. Information is reviewed again by the Facilities Director for approval. If a driver has been previously approved but no longer meets all of the above minimum standards, the Transportation Department shall notify the employee’s supervisor immediately that the driver has been removed from the approved driver list and is prohibited from driving District vehicles until his or her driving record again meets the minimum requirements.

Driving Record Points Standards
Driver’s DMV records will be evaluated and “points” assessed as shown below. Employees will not be approved to drive District vehicles if the driving record meets or exceeds the following point count:

- 2 points in the most recent 12 month period;
- 3 points in the most recent 24 month period;
- 4 points in the most recent 36 month period

One point is charged for the following:

a. unsafe operation of a vehicle;

b. moving violation;

c. “at fault” accident. If the driver disputes the fault of an accident it is his or her responsibility to obtain a copy of the traffic accident report or insurance company report for District review and consideration.

Additionally:
Points charged for any of the violations listed below during the previous five years will prevent the employee from being approved to drive District vehicles:

a. reckless driving;
b. hit and run driving (no injury);
c. driving on the wrong side of the highway;
d. speed contest or exhibition of speed;
e. driving under the influence of alcohol and/or any drug

Points charged for any of the violations listed below will prevent the employee from being approved to drive District vehicles:

f. hit and run driving (with injury)
g. vehicular manslaughter
h. evading a peace officer or resisting citation/arrest (vehicular related)
II. Fleet Information

SBCC vehicles available for rental include:

(2) 7-PASSENGER VANS (requires a Class C driver’s license to operate)
(3) 15-PASSENGER VANS (requires a Class B driver’s license to operate)
(2) 12-PASSENGER VANS (requires a Class B driver’s license to operate)
(1) 24-PASSENGER BUS (requires a college approved bus driver to operate)
(1) 28-PASSENGER BUS (requires a college approved bus driver to operate)
(1) ONE TON TRUCK (requires a Class C driver’s license to operate)

To schedule use of vehicle(s):
1. Call (x2296) or e-mail (Facilities@sbcc.edu) the Transportation Department to schedule rental reservations.
2. Driver must have an updated, approved data card on file. See instructions above for obtaining driver approval.
3. A Vehicle Rental Use Agreement will be filled out prior to usage (white/ yellow-user & pink-office).
4. Voyager gasoline card is issued with each vehicle. Instruction card for using Voyager card is included with key.
5. A “Comment” section of the rental agreement form is available for any concerns or problems experienced during a trip.
6. Upon return, key drop-off boxes (orange) are provided outside the F&O building and in parking lot 4D.
7. Confirm all paperwork is complete with keys, credit cards and concerns, if any, and place in drop-off box.
8. Total amount owed will be determined and noted on each rental agreement form. Amount will then be charged against the budget number provided on the form. The mileage fees will be adjusted each Fiscal Year as part of the Budget Process. The Mileage fees below are for the current Fiscal Year only.
9. All Departments are subject to extra charges if the vehicles are left unclean and fuel levels are below ¾ full.

| Mileage Fees for 2005/06 Fiscal Year |
|-----------------------------|---|
| 7-passenger vans            | $.55/mile |
| 12-passenger vans           | $.55/mile |
| 15-passenger vans           | $.55/mile |
| One ton truck               | $.65/mile |
| 24-passenger bus            | $1.00/mile + Bus Driver @ $14.95/hr. (plus meals) |
| 28-passenger bus            | $1.00/mile + Bus Driver @ $14.95/hr. (plus meals) |