

Napa Valley College Administrative Regulation

NAPA VALLEY COLLEGE TRANSPORTATION PROCEDURE

Use of Vehicles for District Business

The governing board has a strong interest in ensuring that employees or volunteers who drive vehicles in the course of district business do so responsibly and act in accordance with established District procedures. The Risk Manager or designee has the responsibility to monitor, evaluate and put into place the procedures designed to manage risks associated with this policy.

The district also has a strong interest in avoiding undue liability risks by curtailing driving privileges of any person whose driving records suggest they presently pose higher than normal risks. The Risk Manager or designee further has the authority to recommend suspension or revocation of privileges to drive district or privately owned vehicles for district business.

All employees that operate district or private vehicles for district business are regulated under the scope of this document. Vehicles are to be driven for business or transportation which is associated with the District's educational program only. Any person using private vehicle for district purposes must register each year with the risk management office. Drivers must provide the following:

1. Driver Application
 - District employees allowed to drive district owned vehicles are required to complete an Employee Driver Application.
 - Volunteer drivers using a private vehicle are required to complete the Private Driver Application.
2. A copy of valid driver's license
3. Motor Vehicle Report (MVR)
 - District employees are required to complete the Authorization for Release of Driver Record Information (DMV Form INF 1101).
4. For drivers using their own vehicle, proof of minimum insurance requirements: Bodily Injury - \$100,000 each person, \$300,000 each occurrence; Property Damage - \$50,000 each occurrence; OR Combined Single Limit - \$300,000 each occurrence.

Safe Operation of Vehicles

Drivers are required to observe the following practices while operating a vehicle for business purposes:

1. Drivers must meet the district requirements prior to the use of vehicles.
2. All traffic laws must be obeyed.
3. Driver must be at least age 21 for driving for business purposes.
4. Driver must be free of any medical condition that may affect his/her ability to operate a vehicle as defined by DMV.
5. No alcohol or drugs will be consumed prior to, or while operating the vehicle.
6. The number of passengers shall not exceed the capacity for which the vehicle was designed.
7. Transportation is limited to District students and approved personnel.
8. All occupants must wear seat belts whenever the vehicle is in motion.
9. The use of cell phones, walkmans, pagers or other electronic devices while driving is prohibited per California state law.

- 10. Smoking a pipe, cigar or cigarette in the vehicle is prohibited.
- 11. Any fines resulting from violations will be paid by the employee/volunteer.

Drivers License

All drivers must have been continuously licensed during the last 2 years and hold a current California Drivers License to operate District or private vehicles for district business, including off-road motorized equipment. All drivers are responsible for keeping their licenses current.

A driver’s license record check will be done at the time of employment for employees who operate vehicles as a part of their job duties. These employees will also consent to an annual DMV record check. If an initial driving record check on a new employee reveals that the employee’s driving record is in violation of this policy, the employee may be subject to corrective action, which may include termination.

Driving Record

The Risk Manager or designee will monitor driving records. Not meeting district requirements and/or failure to demonstrate the ability to drive safely will constitute an unsafe and unacceptable driving record.

The following point system shall be used in assigning values to the various types of traffic violations in order to determine eligibility of the individual to operate vehicles for purposes of District travel.

Motor Vehicle Report (MVR) Grading Criteria

Convictions/Nolo Contendere Pleas	Points
Minor not involving accident	1
At-fault accident	3
Major (past 2 years)	6
Major (3-6 years)	3
In addition	
2 incidents within 18 months	1
3 incidents within 18 months	2

Acceptable point total is 5 Points or less

Major conviction:

Major convictions include, but are not limited to, driving while intoxicated or under the influence of alcohol or drugs; failure to stop or report an accident; homicide, manslaughter or assault arising from the operation of a motor vehicle; driving during a period while license is suspended or revoked; reckless driving; possession of opened container of alcoholic beverage; speed contest; drag or highway racing; or attempting to elude a peace officer.

Minor conviction:

Any moving traffic conviction other than a major conviction except the following:

- Motor vehicle equipment, load or size requirement.
- Improper display or failure to display license plates, provided such plates exist.
- Failure to sign or display registration card.
- Failure to have in possession driver’s license, provided valid license exists.

Other Considerations:

When an employee's MVR point totals exceed the acceptable limit, a judgment will be made to determine if this employee should be permitted to operate a vehicle on District business. Factors which may be considered in making this decision include:

- The necessity of driving a vehicle in the performance of the employee's regularly assigned duties.
- The overall work record of the employee.
- The type and pattern of the conviction.
- Police and credit records.
- Employee references.
- Availability of alternate drivers.

Private Driver Transportation

The Risk Manager or designee may authorize the transportation of students by private automobile for approved field trips and activities when the vehicle is driven by an adult, age 21 or older, who has registered for such purposes. For persons using a private vehicle for district business, the vehicle's registered owner is responsible for any accidents or violations that occur. The employee's/volunteer's personal auto policy is primary over any insurance or self-insurance maintained by the District. The District does not cover, nor is the District responsible for, comprehensive or collision physical damage coverage for private vehicles.

Specific Provisions for Use of District Vehicles

District vehicles are available for use upon request of Facilities Services Department. Requests will be granted based on availability of vehicles, approval by the site administrator and whether the operator has met all requirements.

A vehicle inspection form must be completed and submitted to the Facilities Services Department for each trip when using a district vehicle. The operator will record the starting and ending mileage on the form. The condition of district vehicles will be checked by the operator prior to use. Any notable damage or defects should be reported on the vehicle inspection form.

Using a district vehicle is a privilege. Vehicles should be returned:

- Free from trash and in a reasonably clean state
- With a full tank of fuel, if applicable
- To the location as requested by Facilities Services
- At the scheduled time

Citations and/or Violations

Driving performance resulting in the issuance of a traffic citation is substandard and dangerous to human life and property. Employees who receive moving violations issued by a municipal, county, or state law enforcement officer while operating a district vehicle must report the citation to the Risk Manager or designee and their immediate supervisor within twenty-four (24) hours.

Any person whose driving privileges have been suspended or revoked by the Department of Motor Vehicles must inform the Risk Manager or designee of that action within twenty-four (24) hours.

Any employee found to be operating a motor vehicle for district business with an invalid drivers license or an unsafe/unacceptable driving record in accordance with this policy will immediately cease operating the district vehicle and may subject to disciplinary action.

In some circumstances, suspension of driving privileges may be lifted by attendance in and completion of a local remedial driving program.

Accidents in District Vehicles

If you are involved in an accident in a district vehicle, stop your vehicle at the scene or as close as is safe. Always ensure your safety first. The police must be contacted if there are injuries, if there is a disagreement over the accident, if you damage property other than your own, or if you feel unsafe. If the police are not called to the accident, it is your responsibility to get the other vehicle information, the name and contact information of the other driver, the names and contact information of any witnesses, the name of the other driver's insurance carrier, and a description of the incident. Do not admit responsibility at the scene of the accident.

The accident must be reported to the Risk Management office as soon as possible. If a determination is made by a law enforcement agency that the accident was at fault and resulted in serious injuries or the major damage to property, further action may be taken. This may include suspension of privileges, disciplinary measures or mandated driver's training courses. Single vehicle accidents involving minimal damage or especially mitigating circumstances may not warrant further action.

Rental Vehicles

Employees or volunteers driving a vehicle rented by the District are permitted to drive this vehicle for business purposes only. Personal use of rental vehicles is not permitted. Physical damage (comprehensive/collision insurance) offered by rental agency must be purchased at time of rental.

Non-Sponsored Transportation

If transportation is not provided and/or sponsored by the district, it shall be the responsibility of the area administrator or their designee to be certain that the participants are advised in writing that the district is not providing transportation, that the participant assumes all responsibility to make appropriate transportation arrangements, and the district assumes no legal liability for that transportation. (Non-Sponsored Transportation Notice).

If the District is not providing and/or sponsoring the transportation, the district shall not:

- Mandate the route of travel
- Mandate the time of travel
- Mandate caravanning
- Mandate car pooling
- Assign riders
- Have district equipment or material in the private passenger vehicles
- Review driving records of the drivers
- Require proof of liability insurance
- Check the condition of the vehicle
- Approve the driver