

**VENTURA COUNTY  
COMMUNITY COLLEGE DISTRICT**

Risk Management Department



**VEHICLE AND TRANSPORTATION  
PROCEDURES AND FORMS**

## VEHICLE AND TRANSPORTATION PROCEDURES

### Introduction and Purpose

The operation of vehicles present a source of very high liability risks for the District. The intention and purpose of the enclosed procedures and forms is to limit these risks. The safety and well-being of our students and employees are of primary importance to the District, and their protection demands a fully operational vehicular accident loss control program.

The Vehicle and Transportation program applies to any driver of a District owned or leased vehicle, and any authorized driver operating a personal vehicle in order to conduct District business. This program also extends to passengers in these vehicles.

Employees may be authorized to drive both personal and District vehicles on District business, such as driving to meetings and conferences, renting vehicles for business, driving on field trips and excursions, and other District-related business.

### Use of District Vehicles

When an authorized employee is driving a District vehicle on District business, the District's commercial vehicle liability insurance coverage is primary. In order to be authorized by the District to operate a District vehicle, the employee must be an adult and have a valid California driver's license for the vehicle operated.

A limited number of District vehicles are provided the colleges and district office for employee use in conducting the business of the District. This does not preclude the use of privately owned vehicles for business purposes. An employee's administrative supervisor may authorize employees to drive the employee's personal vehicle. When the use of privately-owned vehicles is authorized, the employee will be reimbursed at the current authorized IRS mileage rate. When a number of employees are traveling to the same destination, car pooling is recommended and if available a district-owned vehicle should be used.

Each employee is charged with observing the rules and regulations of the State for safe operation of motor vehicles. Failure to do so may result in personal liability for damage to vehicles or liability for personal injury and may result in denying the employee driving privileges in district-owned vehicles.

Conditions for Use of District Vehicles:

***Under no circumstances is an unlicensed or minor individual permitted to operate a District owned, leased or rented vehicle.***

1. Only District employees, Governing Board Members, and approved students in the College Police Cadet department or the Moorpark College EATM program are allowed to operate a district-owned vehicle (refer to section titled "Golf Carts Operations" for exceptions on student drivers of golf carts).
2. Individuals operating a district-owned vehicle must possess a valid California driver's license.
3. All authorized drivers must complete an approved Defensive Driving Course as instructed by the Ventura County Community College District.

4. Employees and students are the only passengers allowed in a district vehicle if their presence is necessitated by official business.
5. Except as specifically authorized by the Chancellor, vehicles will not be personally assigned for residence to work transportation.
6. Under no circumstances may district-owned vehicles be used to conduct personal business.
7. District employees who receive a car allowance as a part of their contracted compensation will generally not be permitted to use district-owned vehicles unless exceptional circumstances would otherwise preclude the timely conduct of district business.

Any District employee or other authorized driver found to be abusing or misusing a district-owned vehicle will be subject to appropriate disciplinary action in accordance with acceptable personnel or student disciplinary practices. Further, any fines and/or damages resulting from the abuse or misuse of a district-owned vehicle, or violation of California law and regulations, will become the personal financial liability of the driver of the vehicle.

The District has the right to deny an employee use of District vehicles depending on DMV records, reported accidents, return of vehicles in clean condition, or other reasons as determined by the employee's supervisor/manager, Maintenance & Operations Department, College Vice President, or Risk Management Office.

### **Student Use of District Vehicles**

No student of the Ventura County Community College District is authorized to drive District owned or rented vehicles except as outlined below:

- College Police Cadets
- Students enrolled in the Moorpark College EATM program for transportation of animals, or to pick-up food, supplies and materials.
- Driver of District owned golf carts as outlined in the "Golf Cart Operations" of this manual.

All other restrictions, training, and procedures as outlined in this manual for an employee's use of district vehicles is also required for any VCCCD student operating a District vehicle.

### **District Owned Vehicle Maintenance**

Responsibility for vehicle maintenance rests with the College Maintenance & Operations (M&O) Department. Each vehicle should have a maintenance and mileage record log indicating manufacturers' recommended and scheduled service. The M&O Department can assign staff members the task of assuring that maintenance is conducted in accordance with these recommendations. Competent and certified/trained M&O staff should conduct periodic inspections of all vehicles to confirm the safe operational condition of vehicles. Signs of malfunction, abuse and unreported damage should be noted and repaired immediately. After an accident, no vehicle should be assigned until it passes a complete safety check.

It is also the responsibility of the drivers to report all mechanical problems in writing to his/her supervisor or manager, and the M&O Department. Use the "Fleet Vehicle Performance Report" (District-wide Form No. 18013) for reporting unusual vehicle mechanical conditions to M&O. Before operating a fleet vehicle and at each refueling, the driver must check the vehicle's safety features, including the lights and fluids. The driver should not operate a vehicle that is felt to be unsafe and should report the condition to M&O.

The driver is responsible for returning a fleet vehicle with a clean interior. If there was any food or drink consumption in the vehicle during use, all resultant trash should be removed and placed into the proper trash receptacles before being returned. The College's image is represented each time the vehicle leaves campus and it is the driver's responsibility to keep the vehicle presentable and to drive in a courteous manner.

### **Employees Use of Personal Vehicles for District Business**

While driving personal vehicles on District business, the employees are within the scope of their job duties and are agents of the District.

The California Vehicle Code states that the liability coverage on the vehicle is primary, and any other insurance coverage, such as the District's insurance, is secondary or excess. To reduce the liability exposure to the District, it is important to take reasonable steps to assure that employees driving personal vehicles on District business have automobile liability coverage with limits acceptable to the District.

The District requires an employee driving a personal vehicle for District business carry an auto liability insurance policy with limits of liability as required by the State of California

The District is not responsible for collision or comprehensive damage to the employee's vehicle. The District may obtain or require an employee to provide a driving record check from the California Department of Motor Vehicles.

Employees cannot use their personal auto for District business unless authorized by responsible college or District management. To obtain authorization, the employee has to submit annually both a valid California driver's license and proof of required automobile liability insurance and a completed "Employee Personal Vehicle Use Form" (District-Wide form No. 18012). This form and photocopies of the driver's license and insurance card are kept on file at the District Administrative Center, Risk Management Department.

### **Rental Vehicles**

When a District employee rents a vehicle to conduct District business, the employee's private auto insurance is primary and the District's insurance is excess coverage.

Under the terms of most auto rental agreements, the party renting the vehicle assumes financial responsibility for the vehicle. As a result, the rental company would seek recovery for any physical damage to the vehicle from the District. However, the District would then be obliged to seek recovery for the amount of the loss from the responsible driver's insurance carrier.

If the employee is driving a rented vehicle on District business, then the primary liability coverage is the responsibility of the rental car company, as owner of the vehicle. Secondary coverage is the responsibility of the District, as renter of the vehicle. The employee has no personal liability, unless there is substantial misuse or violation of the District's "use of vehicles" policy. Purchase of additional physical damage insurance from the car rental company is usually not suggested because of the high expense, unless authorized by the College President or designee.

### **College Leased/Rented Transportation**

If the college or group sponsors rent or lease a vehicle with a driver (i.e. a commercial bus), then all the appropriate insurance requirements must be made part of the trip documentation. The District recommends that the commercial transportation company provide verification of a current auto liability insurance policy with limits of liability as required by the State of California. The District should be endorsed onto the bus company's policy as an additional insured for the specific event or trip.

### **Requirements as an Authorized Driver**

Employees are expected to know and understand the District's transportation and risk management guidelines. Modifications to make this program more restrictive can be made by the specific College President or the Risk Management Department as deemed necessary. All employees driving on District business, whether in their personal vehicle, a District owned vehicle, or a rental vehicle, are advised to understand and adhere to the following specific safe driving and liability limiting rules.

- Each driver must possess a valid driver license.
- Each driver must be at least 18 years of age.
- All authorized drivers must follow the safest, most direct route, giving consideration to the weather and road conditions.
- District vehicles are not permitted out of the State of California without the written permission of the Chancellor or designee.
- Do not drive any vehicle that is in an unsafe condition, or drive where avoidable hazardous conditions exist.
- As soon as possible, advise the responsible college administrator of any problem or significant travel plan changes.
- All vehicle occupants must wear a seat belt.
- The driver of a vehicle must not use a cell phone while driving (unless utilizing a "hands-free" device) or "text message" while driving.
- Anyone operating a District vehicle while under the influence of alcohol or controlled substances may be terminated.
- All drivers must be approved by the College Administrator and Risk Management Department

- The driver must own the vehicle in use, unless the vehicle is rented.
- Obey all traffic laws and regulations and enforce reasonable travel speed in accordance with federal, state, and local laws in all motor vehicles.
- Vehicle must not be designed, used, or maintained to carry more than 10 passengers including the driver. Otherwise, a commercial driver license is required.
- In no case shall the number of passengers, including the driver, exceed the number of available seat belts. All passengers must wear his/her own seat belt; seat belts are not to be shared.
- The use of a private passenger van with a capacity of twelve or more for transportation to and from a field trip/excursions is prohibited, unless the appropriate process for special license has been obtained per DMV regulations.
- Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

### **Reporting an Accident or Other Vehicular Loss**

Accidents occurring during official or approved District business must be reported to the District Administrative Center, Risk Management Department, for possible notification and filing of a claim with the District's insurance company

Prompt reporting of all on or off-campus auto accidents, whether property damage only or involving bodily injury, is essential for limiting the District's liability. The State of California requires that the driver report automobile accidents to the DMV where property damage is greater than \$750 or where there is somebody injured (no matter how slightly) in the accident. This DMV report (form SR1), must be submitted within 10 days of the accident, regardless of fault. Your supervisor, Campus Police, or the Risk Management Department can assist with filing this report.

If you are involved in a traffic accident, you must stop to determine if anyone is injured and may need your help. If someone is hurt, call the California Highway Patrol or city Police Department. It is recommended that when you travel on District business, you carry a cell phone for emergency communications. You are only required to show your driver's license, registration card, evidence of financial responsibility and your current address to the other driver or to any peace officer. You are reminded **not** to admit liability or fault to anyone at the accident scene. Each District vehicle contains a packet of materials containing the current insurance information and a SWACC Accident Report Form to record details regarding the accident and other driver(s) information. Completed forms must be submitted to the District Administrative Center, Risk Management Department. Additional packets are available from the Risk Management Department.

There is some basic information that should be documented in order for an accident investigation to be effective. The driver involved in the accident has the primary responsibility to record the following:

1. Time and date of the accident;
2. Conditions of the road, weather and lighting;
3. Names and addresses of all persons involved in the accident, and apparent injuries;

4. Statement by the driver as to how the accident happened;
5. Statement by the driver of the other vehicle, if possible;
6. Name and contact information of any witnesses;
7. Damage assessment;
8. Name, organization and badge number of the investigating police person.

If you or your passengers are injured in an auto accident, seek immediate medical treatment and contact your supervisor as soon as practical. While on District business your injuries will be covered under our Workers' Compensation policies. Normal commuting between home and your job is not considered as being on-the-job and not covered by the District insurance policy.

Report the vehicle accident to your supervisor/manager and the Risk Management Department immediately. Your supervisor/manager has the responsibility of assembling the accident information, advising college administration and forwarding it to the District Administrative Center, Risk Management Department within a few days of the incident so it may be reported to the insurance carrier.

Stolen District vehicles or damage to District vehicles by burglary (or attempted burglary) or collision with parked vehicles must be reported promptly. The District is usually not liable or has financial responsibility for damage or loss of a personal vehicle while parked in a Ventura County Community College District parking lot.

### **Claims Procedures**

If a vehicular accident results in injury to an individual, it will be reported to the District's insurance company by the Risk Management Department. The District's insurance company has the expertise to defend the college from unreasonable or fraudulent claims. It is, therefore, very important to immediately contact the Risk Management Office if there is personal injury involved in a vehicular accident.

## **Golf Cart Operations**

### **General**

Golf Carts are considered a District-owned vehicle and all procedures included in the Vehicle and Transportation Procedures apply to operation of golf carts and other utility vehicles. Only authorized employees, or students with a valid driver's license, may operate golf cart-type vehicles (GCV) on any Ventura County Community College District campus. Only the department dean, director or manager to whom the golf cart is assigned can designate and authorize a golf cart driver. The operation of golf carts and similar vehicles on campus must be for legitimate college business purposes. A completed and approved "Authorization to Operate a VCCCD Golf Cart" (District-wide Form No. 18014) must be on file in the District Administrative Center, Risk Management Department.

### **Safe operation requirements**

- All golf cart drivers must have read and be familiar with the GCV operator's manual and the safety precautions specified within the manual.
- All golf cart drivers must have undergone initial training by the appropriate college staff, campus police, or Risk Management department, and sign an acknowledgement of that training.
- Vehicle shall be operated in a safe manner and not present a danger to passengers or others on campus. Careless operation of the vehicle is prohibited.
- Vehicles must be operated at a safe speed especially on walkways, in pedestrian areas and where automobiles are present. Safe speed in crowded pedestrian areas is considered a slow walking pace.
- Drivers shall yield to all traffic and pedestrians.
- The driver, when leaving the golf cart unattended, shall always remove keys or disable the vehicle to prevent unintended movement or unauthorized use.
- Parking brakes shall be used at all times when vehicle is unattended, and for extra braking, if needed, during the descent down a sharp grade.
- To avoid tipping over, GCVs are not allowed off paved paths when slopes are steep.
- Driver and passengers must always be seated and keep their head, arms and legs within the cab. Safety belts must be worn at all times while operating campus vehicles, if so equipped from the manufacturer.
- The driver and one passenger is the maximum capacity, unless factory installed seating is provided for each additional occupant.
- Minors (under 18 years of age) are not allowed to operate a district golf cart.
- Any passenger must be an employee or student with VCCCD.
- Campus Police may cite the GCV driver for violations of the CA Vehicle Code.

- Items being transported must be carried in the utility space to the rear of the vehicle, if so equipped, and should be covered with a safety net or otherwise secured to avoid movement or loss of items.

### **Vehicle safety features**

The golf cart vehicle operator is responsible for checking the vehicle for proper tire inflation, brake operation and dashboard indicators prior to operation. Malfunctions should be reported to the College Maintenance & Operations Office immediately. No vehicle modifications are allowed. All golf carts on campus must have the following safety features in operational condition:

- Rear view mirror
- Turn Signal
- Horn
- Audible back up signal
- Head light
- Seat belts (if available)
- Parking brake and light

### **Area of operations**

Golf carts are generally restricted to streets and paths on campus. Golf carts should not be driven in the following areas:

- City streets (except when absolutely necessary and never on streets with speed limits in excess of 25 mph)
- All covered areas (e.g., inside buildings, under building overhangs)
- Exterior stairs

### **Parking**

Parking is allowed only on hard or paved surfaces (e.g., asphalt, brick, concrete.) The following are prohibited for golf cart parking:

- Soft surfaces, such as landscaping and unpaved surfaces
- Entrances to buildings, exterior stairs, disability ramps or main thoroughfares
- Steep slopes

### **Accident reporting**

Any property damage or bodily injury as a result of operating a golf cart must be reported to Campus Police and Risk Management Department immediately. If medical attention is required, contact the College Student Health Center. If emergency medical care is required during non-operating hours of the Student Health Center (i.e., evening), call 911.

**Charging and maintenance**

Unless otherwise authorized, all vehicle maintenance will be performed by the college Maintenance & Operations Department. Only designated locations shall be utilized for charging electric batteries on GCVs. The use of electrical extension cords from inside buildings to charge golf carts is prohibited. The Maintenance & Operations Department will designate appropriate charging stations and qualified maintenance personnel.

**Miscellaneous**

Pedestrians have the "Right-of-Way" at all times.

Department deans and managers, to whom the GCV is assigned, shall ensure that GCVs are regularly inspected, safe and maintained in accordance with manufacturers' specifications.

Vehicles must be adequately and safely secured overnight.

Disabled, unsafe or malfunctioning golf carts must be reported to the College Maintenance & Operations Department for repairs.

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### Ventura County Community College District

### EMPLOYEE PERSONAL VEHICLE USE AUTHORIZATION

Moorpark College       Oxnard College       Ventura College       DSC

Name (print): \_\_\_\_\_ Employee ID #: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Year/Make of Auto: \_\_\_\_\_ Vehicle License #: \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_ Ins. Phone: \_\_\_\_\_

Liability Limits: \_\_\_\_\_ Policy #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Driving Restrictions: \_\_\_\_\_

I certify that the above information is correct and that the insurance coverage is in force. I understand that while driving my personal vehicle in the course of my duties with the District that I must have current liability insurance coverage and a valid driver's license as required by the State of California.

I agree to advise the District, in writing, of any changes in the above information. I further certify that the above vehicle is mechanically safe.

If you drive your personal automobile while on District business and you are involved in an accident, by law your liability insurance policy is the primary coverage.

All persons driving on District business will: (1) follow the most direct route; (2) avoid unnecessary stops; (3) transport only authorized employees or students, no guests; (4) ensure that all vehicle occupants use seat belts and (5) maintain all required trip and vehicle use information.

Attach a photocopy of the following: (1) "Proof of Insurance" provided by your automobile insurance company that indicates expiration date of insurance, and (2) driver's license. The District may obtain a driving record check from the California Department of Motor Vehicles.

The undersigned below has been provided a copy and understands the Ventura County Community College District Vehicle and Transportation Procedures.

I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE AND I CERTIFY ALL INFORMATION TO BE CORRECT:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval Signature

\_\_\_\_\_  
Date

***Forward completed, approved form to the District Administrative Center, Risk Management Department***

**Ventura County Community College District  
FLEET VEHICLE PERFORMANCE REPORT**

Moorpark College

Oxnard College

Ventura College

DSC

VCCCD Vehicle Number: \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_

Your Trip to: \_\_\_\_\_ Return Date: \_\_\_\_\_

Please describe any unusual mechanical condition or unsatisfactory performance that needs correction or repair:

Name (Print) \_\_\_\_\_ Work Phone No. \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

***Deliver completed form to the College Maintenance & Operations Department***

Ventura County Community College District  
AUTHORIZATION TO OPERATE A VCCCD GOLF CART

Name (print): \_\_\_\_\_

Employee/Student ID #: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
( *Photo copy of driver's license must be attached to form*)

VCCCD Golf Cart ID #: \_\_\_\_\_

Driving Restrictions: \_\_\_\_\_

The District may obtain a driving record check from the California Department of Motor Vehicles.

The undersigned below has been instructed and trained on use of the VCCCD golf cart and has been provided a copy and understands the Ventura County Community College District Vehicle and Transportation Procedures on Golf Cart Operations.

I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE AND I CERTIFY ALL INFORMATION TO BE CORRECT:

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Approval Signature

\_\_\_\_\_  
Date

***Forward completed, approved form to the District Administrative Center,  
Risk Management Department***

