

Ref: AP 6530 District Vehicles

***DISTRICT DRIVER PROCEDURES, RULES and INFORMATION***

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**I. Introduction**

Santa Barbara City College *District Driver Procedures, Rules and Information* apply to all SBCC District owned vehicles. **When used throughout this document the term “District vehicles” includes, but is not limited to: buses, vans, trucks, trailers, cars and service carts, which are owned, leased, or rented by the District.** Drivers of all SBCC District vehicles require adherence to the same driver minimum standards and approval process. Please read the following information carefully and sign the SBCC *District Driver Procedure, Rules and Information Acknowledgement*. If you have any questions, contact Risk Management 805-730-4266.

The Risk Management Department, located on East Campus in the Human Resources building, oversees the District driver approval process for drivers of all Santa Barbara City College District vehicles. The Athletic Department provides Fleet vehicles to District employees and other approved drivers for off campus events and conferences. Additional mandatory oversight is provided by the California Highway Patrol (CHP). The CHP monitors the college’s transportation program and requires the college to 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.

**II. District Driver Procedure**

This administrative regulation sets forth the minimum standards and procedures for District employees to be screened and evaluated for approval to drive District vehicles. All drivers of District vehicles must be registered with the college by having their driving record approved by the Risk Manager. Meeting the following 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 to operate vehicles carrying 15 passengers or less.
3. Driver must have a valid California driver's license in good standing and of a class consistent with that required for the District 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 Driver Procedures, Rules and Information* set forth by the District.
5. Driver must submit to random drug testing if required by the CHP for the type of District vehicle being driven.

**Bus driver minimum standards:**

6. The above minimum standards.
7. Driver must be at least 25 years of age.
8. Five years of verifiable bus driving experience.
9. Valid California Class B commercial driver license (CDL), with the following:
  - a. Air brake endorsement (written test)
  - b. Passenger (P) endorsement (driver test)
10. Validated medical card, submitted to the DMV prior to expiration.
11. Valid first aid certificate.
12. A driving record that meets the SBCC District Driver Procedure, Rules and Information minimum standards.
13. Adherence to DATCO drug testing.

**Screening and approval process:**

1. Complete a driver data card obtained from Risk Management.
2. Provide necessary documentation:
  - Class "C" - copy of current driver's license for vehicles carrying 7 passengers or less.OR
  - Commercial Class "C" - copy of current driver's license with passenger endorsement and a current medical examiner certificate. For vehicles carrying 12-15 passengers including the driver. Medical certificate must be updated and submitted back to the California Department of Motor Vehicles (DMV) before 2-year expiration date.
3. Information provided is entered into the Embark system to obtain a driving record, followed by an official pull notice from the California DMV. The process may take 24-72 hours.

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4. The Risk Manager 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, their supervisor will be notified.
5. Upon or before approval, the driver must read and sign the following SBCC *District Driver Procedures, Rules and Information Acknowledgement* in order to complete the approval process.
6. The DMV provides updates for each driver kept on file every 6 months or if changes occur on the driver's record. Information is reviewed again by the Risk Manager for approval. If a driver has been previously approved but no longer meets all of the above minimum standards, the Risk Manager 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 their driving record again meets the minimum requirements.
7. *Employees are directed to notify their supervisor of any driver status changes or citations that will accrue points on their driving record.*

### **Driving record point standards**

Driver's DMV records will be evaluated and "points" assessed as shown below. This point system is in alignment with the California DMV's "[Negligent Operator Treatment System](#)". Employees will not be approved to drive District vehicles if the driving record meets or exceeds the following point count:

- ✓ 4 points in the most recent 12 month period;
- ✓ 6 points in the most recent 24 month period;
- ✓ 8 points in the most recent 36 month period.

### **One point is charged for the following:**

- Unsafe operation of a vehicle;
- Moving violation;
- "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:** When driving records raise significant doubt as to a person's ability to drive safely, permission to drive for SBCC business purposes shall be re-assessed on a case by case basis by the Risk Manager.

### **III. Driving Rules**

1. All prospective District drivers must register for approval with The Risk Management Department prior to operating a District vehicle. A current California driver license is required for a DMV pull notice and departmental authorization.
2. Only the actual driver will be permitted to check out a Fleet vehicle. Other arrangements require advance notice.

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3. All traffic rules and regulations must be obeyed. Drivers are solely responsible for any moving and parking citations received. While on duty, if a driver is cited for either violations they must report it promptly to the Risk Manager. Moving violations will be taken into consideration with regard to continued authorization to drive District vehicles.
4. If the driver is issued a fix-it ticket while using a District vehicle, they are responsible to immediately notify the department for which the vehicle is assigned.
5. **In case of an accident or road-side emergency** please refer to glove box or middle console for SBCC District vehicle information and procedures. This envelope includes: Proof of Insurance, Registration, Accident Report Form and procedures for accident and road-side emergency. The Accident Report Form must be completed and returned to SBCC Risk Manager. Notify your supervisor at once. Please refer to section VII *Emergency Contact Information for Road-side Assistance* for important additional information.
6. No hitchhikers, alcoholic beverages or controlled substances are allowed in District vehicles. At no time will drivers, while responsible for District vehicles, consume alcohol or controlled substances.
7. No eating, drinking or smoking is allowed in District vehicles. A \$25 cleaning fee will be charged to departments using Fleet vehicles if vehicle is returned in an unsatisfactory condition.
8. Effective July 1<sup>st</sup>, 2008, district policy prohibits drivers of district vehicles from using a cell phone, including the use of hands free device, at all times while driving a District vehicle. ANY use of a cell phone while driving a District vehicle under District policy will subject employees to disciplinary action, up to and including termination of employment.
9. District vehicles may not be retained off campus, including overnight, unless previously authorized by the Fleet Services department. Failure to return a District vehicle at the time and date noted may result in denying future use of vehicles.
10. Vehicles may not be used for personal use under any circumstances. District vehicles are to be used for college business only. Only current SBCC employees, students and Board approved professional volunteers on college business may be transported in District vehicles. An exception will be made for individuals participating in events on campus that have been approved by the college.
11. Damage to District vehicles resulting from negligence, ill-use or irresponsibility on the part of the user will be charged back to the responsible department (The District is "self-insured" for damages).
12. Vehicles will be parked in the appropriate spaces in Parking Lot 4D or other assigned locations.
13. Keys, credit cards and Vehicle Use Agreement must be returned to the Athletic department immediately upon return. A "key drop" slot (orange box) has been

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provided in front of the F&O building and entrance to Parking Lot 4D. Field trip receipts, if any, must be returned within 7 days.

14. Electric Carts may only be operated by college employees. It is the responsibility of the electric service cart driver to operate it in a safe manner. Employees are required to complete electric service cart safety training prior to using a cart. It is the responsibility of the department supervisor to insure that their employees who drive Carts have completed the safety training online at Keenan Safe Colleges <http://santabarbaraccd.keenan.safecolleges.com/login>.
15. Violation of any of the above regulations may disqualify the driver from future use of District vehicles.

### IV. Fleet Information

District Fleet vehicles are available through the Athletic Department for employees and other approved drivers for off campus events or conferences. A per-mile fee is charged to the specified department to cover the cost of fuel and vehicle maintenance. Fleet vehicles are scheduled and assigned on a first-come basis, and on the availability of vehicles and approved bus drivers. A yearly calendar is used for scheduling.

#### **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 Commercial Class C driver's license to operate)
- (3) 12-PASSENGER VANS (requires a Commercial Class C driver's license to operate)
- (1) ONE TON TRUCK (requires a Class C driver's license to operate)

#### **Scheduling and using District fleet vehicle(s):**

1. Call The Athletic Department (x2276) or e-mail ([amfarias1@sbcc.edu](mailto:amfarias1@sbcc.edu)) to schedule rental reservations. Cancellations must be verified with a follow-up call at least 24 hours in advance.
2. Driver must have an updated, approved data card on file. See instructions for obtaining driver approval above, section II *Driver Procedure*.
3. Athletics and Geology: Transportation to approved scheduled events will receive "priority scheduling". A written reservation, which is confirmed by the Athletic department, will insure a reservation that will not be "bumped" by another requester. If the dates/times/events subsequently change and commitments are already made to other van users, the original user may not "bump" but must make other arrangements. A single department will be allowed a maximum of (4) four vans at the same time.
4. A Vehicle Use Agreement will be filled out prior to Fleet usage. The Vehicle Use Agreement's reverse side lists emergency procedure and contact information for Fleet users. The white copy stays with user for mileage

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recording and the yellow copy is given to the Athletic Department at time of check out.

5. A Voyager gasoline card is issued with each District vehicle. Instruction card for using Voyager card is included with key.
6. Use the "Comment" section of the rental agreement form for any concerns or problems with the vehicle experienced during a trip.
7. Confirm **all** paperwork is complete (indicate start and end mileage, and complete vehicle check list).
8. Upon return, paperwork and keys are to be returned via a drop-off box (orange) located adjacent to the Student Services Courtyard, East Campus, and also an additional drop-off box located outside the F&O building, West Campus.
9. Total amount owed will be determined from mileage indicated on rental agreement form. Amount will 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.**
10. All departments are subject to extra charges if the vehicles are left **unclean** and fuel levels are **below ¾ full**.

<b>Mileage Fees</b>	
7-passenger vans	\$.75/mile
12-passenger vans	\$.75/mile
15-passenger vans	\$.75/mile
One ton truck	\$.85/mile
24-passenger bus	\$1.20/mile + Bus Driver @ \$15.11/hr. (plus meals)
28-passenger bus	\$1.20/mile + Bus Driver @ \$15.11/hr. (plus meals)

### **V. Insurance and Liability**

Refer to AP 6530 District Vehicles

### **VI. Specific Procedures for Departments with Assigned District Vehicles**

**ATTENTION: Managers, Supervisors, Directors and Deans of departments with assigned District vehicles:** *The SBCC Fleet Services department is providing the following information to assist departments with the oversight of District vehicles. As a reminder, the SBCC Fleet Services department is only responsible for the maintenance, upkeep and repairs of the Fleet vehicles, with the extended responsibility to smog all District vehicles. Departments with assigned vehicles have the following responsibilities:*

#### **Departmental District vehicle maintenance and oversight**

Maintenance, upkeep and repair of District vehicles are the responsibility of the department to which the District vehicle is assigned. All District vehicle repairs and

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servicing must be done at Santa Barbara County Garage. Contact information is provided in section VII *Emergency Contact Information for Road-side Assistance*. Each department is responsible for maintaining the condition of their assigned District vehicles.

1. Any mechanical work performed, including repairs, replacements, oil changes, tires, or other maintenance, must be approved by the department head.
2. Expenses incurred for work done on the District vehicle are the department's financial responsibility.
3. Each department is responsible for servicing their District vehicle(s) as needed. Annual, safety and as-needed repairs are required, and will be performed by the Santa Barbara County Garage only. The Santa Barbara County Garage will provide recommendation on any services and repairs each vehicle needs. Appointments with the Santa Barbara County Garage are to be scheduled by vehicle's department. Towing is available. All service records are kept on file at the Santa Barbara County Garage and are available upon request.
4. If a District vehicle is for general department use, it is the supervisor's responsibility to schedule regular and necessary services, and visually inspect the vehicle.
5. If the District vehicle is assigned to a specific employee for daily job responsibilities, it is the driver's responsibility to immediately notify supervisor of vehicle concerns or service needs. Employees are not allowed to continue driving a vehicle if there are safety or maintenance concerns.
6. District vehicle fire extinguishers are to be kept current. Drivers and supervisors are to acknowledge expired or missing extinguishers or brackets immediately. Contact *Durbiano Fire Equipment*, (805) 653-1309, for extinguisher servicing or replacements.
7. District vehicle packets are to be kept current and in the vehicle at all times. Packet should include: Proof of Insurance, Registration, Accident Report Form, and accident and road-side emergency procedure. Copies of District vehicle information are available at Facilities & Operations.
8. The Fleet Services Department will schedule and complete smog checks for all District vehicles. Fleet Services will notify department of appointment date, deliver vehicle to Santa Barbara County Garage and return vehicle when inspection is complete. The vehicle's department will be responsible for the cost of the smog check and any associated repairs.
9. In case of an accident, the department supervisor is responsible to provide assistance or service approval as needed, or to find alternative transportation arrangements if necessary. Towing is available through Santa Barbara County Garage. Contact information is provided in section VII *Emergency Contact Information for Road-side Assistance*.

**ATTENTION: Operators/Drivers of assigned or departmental District vehicles.** *Prior to operating a Santa Barbara City College District vehicle, please note that all vehicle operators must be either an employee of the District or a Board approved Volunteer, and must be a pre-approved driver by the Risk Manager. Reminder, this applies to ALL drivers of SBCC District vehicles. Please refer to section II District Driver Procedure and the following requirements.*

**Driver/Operator additional requirements:**

1. Visually inspect vehicle before operation. Visual inspection specifically pertains to tire condition (excessive wear, damage or under inflation), windshield wiper condition, obvious leaking, smells or noises, or any damages that are visible to the eye. If you are unfamiliar with these procedures please have the supervisor visually inspect prior to use.
2. Report concerns or service needs to your department supervisor promptly. Unsafe vehicles may not be operated. Neither drivers nor supervisors are permitted to repair or maintain the vehicle regardless of the issue. Request your supervisor contact Santa Barbara County Garage for appointments or towing assistance.
3. Operate the vehicle with caution consistent with the California Vehicle Code and California DMV regulations, rules, and standards.
4. Report any accident to local law enforcement before leaving scene of accident. In addition, notify your supervisor and the college Risk Manager by completing the Accident Report Form immediately.

**VII. Commuter Program Vehicles (Carshare)**

Two Carshare vehicles are currently available for use by employees who are SBCC Commuter Program participants of which commute to the campus using alternative sustainable transportation, and as such may need transportation to and from the campus during the work day. Carshare vehicles are available for use without charge to these employees who have personal appointments off-campus, emergency ride-home, and/or college business during the hours of college operation and as approved by Fleet Services. Carshare vehicles are scheduled and assigned on a first-come basis, and on the availability of a vehicle in working condition.

**Carshare vehicles available:**

- ( 1 ) Ford CMAX (Hybrid) (Located on West Campus)
- ( 1 ) Ford Focus (Electric) (Located on East Campus)

**Scheduling and using Carshare vehicle(s):**

1. Email ([commute@sbcc.edu](mailto:commute@sbcc.edu)) for reservations. Cancellations must be verified with a follow-up call 24 hours in advance to Fleet Services. Office ext 2296.
2. If both vehicles are unavailable, Security can provide taxi vouchers or reimbursements, or a ride-home for emergencies. Security Line ext 2400.



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3. The Carshare vehicles are available for checkout between 8am-4pm Monday - Friday.
4. Use of these vehicles is limited to **two hours** unless otherwise approved. Overnight use is permitted for emergency needs only and must be approved by the Vice President Business Services or designee.
5. Driver must be a pre-approved District driver through the Fleet Services department.
6. A Vehicle Use Agreement must be filled out prior to Carshare usage. The Vehicle Use Agreement's reverse side lists emergency procedure and contact information for Carshare vehicle users.
7. The Electric vehicle (Focus) should be attached to charge station post-use as courtesy for next person.

**VIII. Emergency Contact Information for Road-side Assistance**

If you are driving a department assigned vehicle, notify the vehicle's department supervisor of situation immediately. Contact the Santa Barbara County Garage for towing and service assistance, which is listed below. If you are driving a Fleet or Commute vehicle, notify the Fleet Services Department or Security of situation immediately. If necessary, a replacement vehicle may be provided within the County. Security can provide credit card information to businesses or agencies to cover costs for service, towing or rental vehicles during after-hour emergencies.

**SBCC FLEET SERVICES DEPARTMENT**

8:00 am – 4:30 pm  
(805) 965-0581 x2296

**SBCC SECURITY DEPARTMENT**

8:00 am – 4:00 pm  
(805) 965-0581 x2264  
(805) 965-0581 x2400 Emergency Line  
(805) 730-2400 Direct Emergency Line

**SANTA BARBARA COUNTY GARAGE**

Contact: Erik Barker Mitch A. Guenthart  
(805) 681-5576  
4568 Calle Real Santa Barbara, CA

**RENTAL AGENCIES:**

Avis: 1-800-331-1212  
Enterprise: 1-800-261-7331  
National CarRental: 1-800-227-7368  
Rent-a-Car: 1-800-527-0700

**Directions from SBCC:**

Take the 101 North. Exit at "El Sueño".  
Take a left at STOP sign, onto "Calle Real"  
Turn right up the road to CHP and the County Dump. SB County Garage is located at the top, on the other side of the gasoline pumps, behind the gates.

**IX. ACKNOWLEDGEMENT**

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I hereby acknowledge that I have reviewed the *Santa Barbara Community College District Driver Procedures, Rules and Information* and agree to abide by them.

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SBCC Driver Signature

Today's Date

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SBCC Department and Supervisor Name

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Print Name and K Number

Relationship to College (check one):

- Classified    Adjunct    Certificated    Hourly Staff    Student Employee  
 Board-approved Volunteer

**Return to:**

Risk Management  
aabetty@pipeline.sbccc.edu

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Received by (Risk Management)

Date

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