

A. Driver Requirements/Authorization

The district expects all authorized drivers to be conscientious and courteous drivers and understand the importance of driving safely as representatives of the district. Drivers are expected to report any accident or damage that may occur involving a district vehicle or a personal vehicle used conducting district business. Driver's records will be reviewed on a periodic basis. Any changes to the status of the driver's license must be reported immediately to the Director of Risk Management.

1. New employees who are required to possess a valid license to drive in the state of California as a condition of their employment must submit to the Human Resources Department the following:
 - a. A completed Motor Vehicle Authorization Request Form B-167, together with a two-color copy of their current driving record, available for a fee from the California Department of Motor Vehicles (DMV), at the time they are hired so that the report can be reviewed and, if acceptable, the new employee can be authorized to drive immediately.
 - b. An out-of-state licensed driver, when becoming a California resident, must apply for a California driver license within ten days under Vehicle Code §12502 (c).
2. Employees who are not required to drive a district or private vehicle on authorized district business but wish to do so must submit to the Risk Management Office the following:
 - a. A completed District Motor Vehicle Driver Authorization Request Form B-167 (see this section for qualifications).
 - b. An Authorization for Use of Private Vehicles for District Business Form B-165 prior to being granted this privilege or requesting mileage reimbursement.
 - c. Current automobile liability declaration page (see Section I of this administrative procedure).

District vehicles will not be released or mileage reimbursement paid to employees or other eligible persons who have not complied with all of the above-applicable requirements (a-c).

All new and existing employees should reference the Risk Management Office Web site for the procedures to follow, including completion of forms:
<https://portal.miracosta.edu/Resources/knowledgebase/helpdesk/default.aspx>

The required completed paperwork (a-c) is to be submitted to the Risk Management Office located in Building 1000, Mail Stop 14.

The Risk Management Office shall maintain a current record of all currently authorized drivers. The Risk Management Office will request the DMV motor-vehicle report on all authorized drivers at least once each year under the DMV Employer Pull Notification Program.

Whenever it is verified an employee who is required to have a valid driver license does not possess one, he/she will be denied placement in or may be subject to transfer, demotion, or dismissal for inability to meet requirements of the job description.

Qualified disabled employees will be given reasonable accommodation consideration, unless the license was not issued, was suspended, or was revoked for reasons unrelated to the employee's disability.

The Vice President, Business and Administrative Services, shall determine district driving eligibility using the following minimum qualifications:

1. Valid California driver license
2. Driver is age 18 or over
3. A DMV record may not show any convictions during the previous three-year period (starting at the end of the last conviction date) for any of the following offenses:
 - a. Driving under the influence of an alcoholic beverage or drugs (illegal, controlled substances)
 - b. Driving while license is suspended or revoked
 - c. Vehicular manslaughter
 - d. Reckless driving
 - e. Speed in excess of 100 mph
 - f. Participation in a speed contest or exhibition of speed
 - g. Evading a peace officer
 - h. Hit-and-run with injury or property damage

- i. Driving on the wrong side of a divided highway
 - j. Drinking alcohol, using drugs (illegal or controlled substances), or possessing an open container while driving
 - k. Minor driving with blood-alcohol content (BAC) of 0.05 percent or more
4. A DMV record that shows more than two convictions of any of the following offenses during the previous three-year period will be reviewed by the Risk Management Office for further authorization. The three-year period is starting with the last conviction date; examples include, but are not limited to the following:
- a. Careless driving
 - b. Speeding
 - c. Failure to yield
 - d. Failure to obey traffic sign or signal
 - e. Failure to obey/yield to school bus signals or crossing guard
 - f. Following too closely
 - g. Improper lane change
 - h. Illegal passing
 - i. At-fault accident

Due to DMV processing timelines the authorization process may take four to six weeks to complete.

B. Authorization to Drive on District Business

All drivers must have a valid California driver license before driving either a district or private vehicle on district business or field trips. Authorized drivers shall conform to state and local vehicle-operation laws and regulations and all local safety regulations.

Violation of these laws and regulations, whether or not the driver is cited, may result in suspension of driver authorization.

Drivers on district business may be employees, student workers, or volunteers. Volunteers may be currently enrolled as students. Volunteers may be authorized to drive or operate district vehicles (see section P). Only authorized drivers of the district shall be reimbursed for mileage.

Employees, student workers or volunteers who have not been approved to drive will not be allowed to drive a district vehicle or be reimbursed for mileage driving their personal vehicle on district business.

The Accounts Payable Department will maintain a current record of all currently authorized drivers of privately owned vehicles for district business who are eligible for mileage reimbursement. A fully completed Authorization for Use of Privately Owned Vehicles for District Business Form (B-165) signed by the employee and department chairperson and/or vice president, along with the district's required minimum automobile liability insurance limits, are to be forwarded to the Risk Management Office and will be the basis for mileage reimbursement claims.

A new Form B-165 is to be completed if the employee has changed insurance carriers and is requesting mileage reimbursement; otherwise, an updated declaration page can be submitted once every two (2) years in order to maintain mileage-reimbursement privileges.

C. Supervisor's Responsibility

It is essential for those faculty and staff members who are charged with supervising student and/or employee drivers to take an active role in assuring the safe operation of motor vehicles. Any report of unsafe operation of a vehicle received by the Risk Management Office will be communicated directly to the supervisor, department head, or vice president of the area involved. Supervisors should be aware of all trips taken and driving assignments made (see Section 12).

Transportation services shall be provided only for functions authorized by the superintendent/president or the vice president of the division requesting the services.

1. Overnight trips and trips outside San Diego County

Daily trips outside San Diego, Orange, Los Angeles, and Riverside counties and trips to all overnight meetings or conferences must be authorized by a signed travel request. A copy of the travel request must accompany the request for use of a vehicle. Recurring meetings during one fiscal year may be covered by one travel request and referenced when the reservation is made.

2. Day trips

Vehicles may be issued for daily trips within San Diego, Orange, Los Angeles, and Riverside Counties without a travel request.

3. Student use of district vehicles

Vehicles may be reserved by the Vice President, Student Services, or his/her designee for Associated Student Government trips for either overnight or daily trips. An administrator, faculty sponsor, or classified employee designated by the Vice President, Students Services, must

accompany students on field trips. Student ambassadors and student workers, as paid employees, need to be approved district drivers and can operate the vehicle alone to conduct district business with prior written approval by the Vice President, Student Services. Students are not authorized to drive district vehicles unless they are authorized volunteers (see Section P).

D. Use of District-Insured Vehicles

1. Assigned vehicles

Transportation services in support of district activities are provided by the Facilities Department. The Vice President, Business and Administrative Services, through the Director of Facilities, is responsible for the management of these services and the enforcement of state and local regulations for the operation of motor vehicles.

2. Use of private vehicles on district business

The Vice President, Business and Administrative Services, is authorized to approve requests to use privately owned vehicles on district business. These vehicles used on district business must be insured for at least the required district's minimum automobile-liability-insurance coverage. Proof of this coverage must be furnished to the Director of Risk Management prior to the transportation of district employees or other persons on district business or field trips (see Section I). The district automobile-liability insurance will provide secondary coverage beyond the layer of insurance provided by the owner of the authorized vehicles and drivers. The district does not provide physical-damage coverage for privately owned vehicles and accepts no responsibility for damage (comprehensive, collision, maintenance, or repair) to these vehicles used on district business or field trips (see Form B-165).

E. District Vehicle Reservation and Scheduling

Vehicles may be reserved in advance with the Facilities Department or on the Web site:

<https://portal.miracosta.edu/Resources/knowledgebase/helpdesk/default.aspx>, followed up with a signed travel-request form, if necessary.

Automobiles and vans are available for issue. While specific vehicles may be requested, the assignment is at the discretion of the Director of Facilities. Any request for reserving a vehicle for more than three consecutive days will require approval of the Director of Facilities and will be based on availability of vehicles.

The following priorities shall apply in the reservation and issuance of district vehicles:

1. Administrative priority assignment by the superintendent/president or Board of Trustees; U.S. mail distribution; payroll and other runs to the San Diego County Office of Education.

2. Same-day travel priority assignment by the Facilities Department of vehicles checked out and returned in the same day, typically on a first-come basis. Vehicles are normally not rented to supplement the pool for these uses, but if rental is determined by the Director of Facilities to be necessary, the requesting department will normally be charged for the rental.
3. Overnight priority assignment by the Facilities Department for vehicles is available. If none is available, the Facilities Department may rent additional vehicles to supplement the district pool. The requesting department is charged for the rental unless the need has resulted from a block reservation (see Section 6; see same-day priorities above). Vehicles may not be kept overnight except for out-of-county travel requiring an overnight stay. District vehicles are not to be issued for overnight trips within San Diego County, unless approved in advance and in writing by the Vice President, Business and Administrative Services, or designee.

F. Rental of Vehicles

Vehicles may be rented by the Facilities Department for authorized district business and field trips originating from a district campus location. If the type of vehicle requested is unavailable in the pool, or if the request may possibly require the rental of vehicles beyond what is available, the request must be submitted to the Facilities Department no less than five working days before the anticipated need. Any rental request must be accompanied by an approved travel-request form.

Every driver of a rental vehicle for conducting district business must be an authorized approved driver for the district and appropriately licensed for the type of vehicle. Only the Facilities Department may rent local vehicles for the district. The Facilities Department will make all rental arrangements and will notify the user department of the place and time the vehicle is to be picked up and returned.

Under some circumstances, when anticipated and approved in advance on a travel request, a vehicle may be rented by the authorized district-approved driver at an airport or other intermediate trip destination. The following two specific actions need to occur in these vehicle-rental agreements:

1. The authorized district driver (renter) should purchase the collision-damage waiver (CDW) from the rental agency as a reimbursable expense under the travel request.
2. The authorized district driver (renter) renting the vehicle should verify that it is rented in both the employee's and the district's names to tie the rental to the district in a claim situation, per insurance carrier requirements, i.e. John Doe for MiraCosta College.

Rental charges will not be reimbursed to nonauthorized drivers (see Section A).

Prior to leaving the rental agency, a physical inspection of the rental vehicle should be made, noting any defects on the rental agreement and confirmed by

the rental agency. A final inspection should be conducted upon return of the rental vehicle. Charges made by the rental agency for pre-existing damage not noted by district's authorized driver renting the vehicle will be the responsibility of the driver.

For international rentals, purchasing the liability coverage offered by the rental agency is recommended.

All accidents involving any rental vehicles should be reported promptly to the rental agency and to the Risk Management Office for proper insurance-notification purposes.

Use of Chartered Transportation for Field Trips/Bus or Motor Coach Rental: Motor coach common carriers must maintain commercial automobile liability insurance and provide a certificate of insurance as evidence of coverage. MiraCosta Community College District shall be named as additional insured. A copy of the certificate should be sent to the Risk Management Office, prior to the event.

G. Vehicle Insurance

The district maintains commercial-automobile-insurance coverage for district-insured and hired vehicles. This coverage includes liability, auto physical damage (comprehensive and collision), uninsured and underinsured motorist. Authorized drivers are covered while driving a district vehicle. The district reserves the right to remove any driver from coverage based on their motor-vehicle report (MVR) (see Section A).

H. Automobile Proof-of-Insurance Card

All district owned vehicles shall carry an automobile-liability-insurance identification card issued by the district's insurance carrier indicating proof of insurance. These identification cards are kept in the vehicle's glove box. Additional identification cards are available whenever the Facilities Department directly arranges for a local rental or leased vehicle and photocopies of the identification card need to be carried by the authorized district driver of the locally rented vehicle.

I. Use of Personal Vehicles

Personal vehicles may be used to conduct district business at the employee's option and at their own risk and must be insured by the owner. The owner's automobile-liability insurance is the primary coverage, with the district's policy responding as an excess layer. There is no physical damage (comprehensive and collision) coverage through the district on a personal vehicle operated for district business.

District employees who drive their own vehicles and who receive mileage reimbursement must provide proof-of-insurance coverage biannually (every two years) to the Risk Management Office (see Section B). Physical damage (comprehensive and collision) limits and deductible are at the discretion of the owner.

J. Use of Private Vehicles on Field Trips

The use of private vehicles for field trips must be approved for each driver and vehicle, except that the approval for multiple trips during a semester may be approved by appending a list of the trips to one request.

If mileage reimbursement is to be claimed, the approvals for either a conference (if other than mileage is to be claimed) or daily travel must supplement the approval of the driver and the vehicle.

Employees should check their automobile-liability-insurance policies to be sure their policy does not exclude coverage by defining mileage reimbursement as being within the meaning of vehicles-for-hire.

The employee originating the field trip is responsible for seeing that these approval requests have been submitted to the Vice President, Business and Administrative Services, at least five (5) working days before the trip.

Students driving their own vehicles to scheduled events or practices are entirely dependent upon their personal-automobile-insurance coverage. The district does not take any responsibility in arranging for student transportation other than as discussed in these procedures. (Education Code §35330 (d))

K. Proof of Insurance for Personal Vehicles Used on District Business

Persons operating privately owned vehicles on district business must furnish proof of automobile-liability insurance that meets or exceeds the district's established minimum policy-limit requirements.

1. Employee

When claiming mileage for daily trips or conferences, drivers must file with the Director of Risk Management evidence of insurance on the vehicle for which mileage is to be claimed. A copy of the employee's current automobile-liability-insurance declaration page accompanying a Form B-165 is sufficient evidence of insurance.

2. Volunteer

A person volunteering the use of their automobiles for field trips must furnish proof their automobile is insured to meet the district's minimum-liability requirements. The volunteer must also be approved as authorized driver (see Section A and P).

L. Proof of Insurance on Private Vehicles Used on District Business

Persons using their private vehicles for travel on district business must, as a condition of reimbursement for mileage, furnish evidence that the vehicles are insured for the district's minimum automobile-insurance-liability-policy-limit requirement for driver accountability.

The following minimum automobile insurance limits are:

1. Bodily-injury limit of \$100,000 per person/\$300,000 per accident or combined single limit of \$300,000
2. Property damage of \$50,000 per accident
3. Medical payments coverage of \$2,000 per person

The above limits are subject to change based upon the district's insurance-carrier requirements.

A copy of the current automobile-liability-insurance declaration page, clearly showing driver's name and the limits of liability required as evidence of insurance, will accompany Form B-167, District Motor Vehicle Authorization Request, and Form B-165, Authorization for Use of Privately Owned Vehicles for District Business.

M. Mileage Reimbursement

Drivers authorized to use private vehicles for district business will be reimbursed for mileage incurred at the rate per mile allowed by the Internal Revenue Service or established by the Director of Fiscal Services as deductible for business travel.

1. Claiming Mileage for Daily Trips

As a condition for mileage reimbursement of private vehicles for travel on district business, the driver may be an employee of the district, student, or volunteer authorized to drive on district business and properly insured.

a. Required Authorization

Employees, students, and volunteers may claim reimbursement for mileage incurred on district business if the vice president of the division responsible for the activity approves a driver authorization (Form B-165) within the past year certifying to the superintendent/president that the travel is necessary for the completion of the employee's assignment.

b. Method of Filing

Reimbursement for nonconference travel is to be claimed on daily mileage forms (Form B-46, Mileage Claimed for Use of Private Car) furnished by Fiscal Services. The claim is to be signed by the employee and supervisor and submitted to Fiscal Services.

N. Claiming Mileage for Conferences

Mileage for conference travel is authorized by the approval of the travel-request claim, Form B-86, and is to be submitted with the reimbursement claims for the conference.

Prior to the trip, the driver is to have filed and approved by the Vice President, Business and Administrative Services, or designee, the following:

1. Form B-167, Motor Vehicle Driver Authorization Request
2. Form B-165, Authorization for Use of Privately Owned Vehicles for District Business
3. Proof of insurance on private vehicles used on district business (see Section I)

Without prior approval for separate travel, only one mileage claim may be submitted for each conference. Employees traveling to the same conference are expected to travel in one vehicle unless specifically exempted in the travel approval authorizing their attendance. The claim is to be submitted with the claim for reimbursement for the conference, not as regular daily mileage.

O. Safety Issues

1. Smoking, Alcohol, and Drug Use

Smoking is not allowed in district vehicles. No alcoholic beverages, illegal drugs, or illegal controlled substances are to be used or consumed by the driver or any passenger at any time while operating or riding in a district-insured vehicle or a private vehicle used to conduct district business.

2. Seat Belt Use

Use of seat belts is mandatory and required for all persons occupying the vehicle in compliance with the California Vehicle Code. It is the driver's responsibility to ensure that all persons are properly secured before the vehicle is put into motion.

3. Cell Phone Use

Drivers are to refrain from any use of cell phones, texting, or other personal devices when the vehicle is in motion as required by the California Vehicle Code.

4. Traffic Laws

Driver must operate the vehicle in accordance with all sections of the California Vehicle Code and other applicable state and federal traffic laws, ordinances, and regulations. Any fines or fees resulting from violations, including parking tickets, are the responsibility of the driver and not the district.

5. Safe Operation

All authorized drivers are expected to operate vehicles safely and with great care. Smoking is not allowed in district vehicles and all vehicles must be in a clean condition when they are checked in.

6. Hazardous Materials

Hazardous materials may not be transported in either a district-insured vehicle or a private vehicle under a mileage reimbursement claim unless approved both in advance and in writing by the Vice President, Business and Administrative Services.

7. Other Prohibited Transportation

District vehicles are not authorized to transport any animals unless they are service animals as described by law.

P. Accident Reporting Procedures: Insurance and Accident Reports

The district carries automobile-liability insurance on all district vehicles. A document describing the coverage is in the glove compartment of each vehicle, along with an accident-report form and instructions on what to do in case of an accident.

Q. Vehicle Maintenance: Checkout, Maintenance and Return of Vehicles

Vehicles may be checked out between 8 a.m. and 4:30 p.m., Monday through Friday. The Facilities Department will provide the authorized driver with a vehicle-operation record, a set of keys, and a gasoline credit card, if needed. Check-out, return, operating, and maintenance procedures will be provided to the authorized driver at the time of check out.

R. Use of Gasoline Credit Cards

Gasoline credit cards are intended for purchase of gasoline, oil, and necessary minor repairs only. The cards may only be used for district vehicles and those vehicles rented by the Facilities Department. The authorized driver is to verify the accuracy of the invoice before signing it. All credit-card invoices must be returned to the Facilities Department with the credit card when the vehicle is returned.

S. Volunteer Drivers/Motor-Vehicle Report Program

Reference Board Policy and Administrative Procedure 7500 for the complete policy and procedure.

A volunteer is a person who:

1. Performs services for the district
2. Serves without compensation of any kind
3. Is under direct supervision of a district employee

Volunteers must complete the required forms and be approved by the superintendent/president or his/her designee.

Volunteers who have completed the proper volunteer forms and received approval by the Risk Management Office are covered under the district's Workers' Compensation policy.

Complete instructions and applicable forms can be found on the Risk Management Web site at:

<http://www.miracosta.edu/administrative/riskmanagement/programs.html>

T. Motor-Vehicle Report (MVR) Program

Volunteer drivers may be students or any other properly licensed person with an acceptable driving record (see Section A).

The basic requirements of approval are a current valid California driver's license for the type of vehicle to be used and the signature of a MiraCosta department head or administrator certifying the need for the individual to act as a volunteer driver.

Volunteer drivers must submit the required volunteer-authorization forms (available from the Risk Management Office). The approved volunteer form entitles the volunteer to Workers' Compensation coverage and benefits while acting as a volunteer performing service for the district. Volunteers driving their own automobiles on field trips or district business must furnish proof that they carry at least the district's required minimum automobile-liability insurance and complete Form B-165, Volunteer Authorization for Use of Privately Owned Vehicles for District Business, and provide proof of insurance as required under Section I.

The district will obtain MVRs for volunteers following federal and state laws. Volunteers must also agree not to transport more than the number of persons allowed by the design of their vehicle and their license class, as stated in California Vehicle Code, and follow all safety rules in Section K.

Because the turnover of volunteers is much higher than for district employees, and because the volunteers are primarily recruited at the class or department level, volunteers must renew annually their volunteer-authorization forms, Form B-165V for mileage reimbursement, and the required MVR release and authorization form prior to driving on district business.

District staff arranging for field trips or the supervisors of volunteers driving on district business are responsible for seeing that volunteer drivers have been approved to drive their own vehicles and that they have been certified as volunteers through the Risk Management Office. Volunteers may be authorized to drive district vehicles when a district employee accompanies the volunteer on the same road trip.

U. Utility Cart Safety Training

Before being authorized to operate a district utility cart, an employee or volunteer must take the district's utility cart safety training class and pass the utility cart operating test. The Risk Management Office will maintain a record of all approved utility-cart instructors and drivers.