

FINANCE AND ADMINISTRATIVE SERVICES

AP 6530 DISTRICT VEHICLES**Reference:**

Title 13 California Code of Regulations, Division 1, Chapter 1
California Vehicle Code

The Superintendent/President shall delegate the authority and the District vehicles to the Vice President for Finance and Administrative Services. Any violations concerning the use of District vehicles shall be handled by the Vice President for Finance and Administrative Services.

All District vehicles must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus, must have a current California Driver's License appropriate for the vehicle to be driven.

Vehicles made available to District personnel are for use in the conduct and operation of District business.

Occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval.

The name, employee group classification, California Driver's License number, and birth date of any employee to be authorized to drive District-owned vehicles must be submitted to the Facilities Office prior to final granting of authorization. The Facilities Office provides the required information to the DMV, typically receive a response within two days. Upon receipt of DMV response, the Facilities Office reviews the records and issues clearance.

The Director of Facilities is responsible for controlling access to and use of all District vehicles.

Smoking, vaping, and/or other tobacco use is not permitted in any District-owned vehicle.

Drivers may not use wireless communication devices while operating District-owned vehicles without a hands-free listening device and shall comply with all requirements of California law regarding the use of wireless communication devices in vehicles.

Also see BP/AP 6900 titled Travel BP 3570 titled Smoking and/or Other Tobacco Use, and BP 6450 titled Wireless Communication Devices.

Office of Primary Responsibility: Finance and Administrative Services

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(Replaces Palomar College Policy 554.1 and Procedures 507.22 and 554, and all previous versions of AP 6530.)