



Administrative Procedure

Chapter 6 – Business and Financial Services

AP 6530 – DISTRICT VEHICLES

The Facilities Services department of the Operations, Enterprise Services, and Facilities division, overseen by the Executive Operations Officer, shall provide and assign vehicles for District/department-related business to its employees. All district vehicles and drivers must comply with the California Vehicle Code (CVC) and Title 13, *Motor Carrier Safety*, and drivers of district-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven. For purposes of this policy, “vehicle” refers to motor-operated equipment such as cars, trucks, golf carts, utility cards, trailers, and mechanical lifts.

1. Inspections

The assigned employee shall be responsible for inspecting the interior and exterior of their assigned vehicle. Any damage, mechanical problems, unauthorized content, broken locks, safety items, or other related issues shall be reported immediately to the employee's immediate supervisor. The interior and exterior of the vehicle shall be kept clean and organized. A visual inspection shall be conducted daily.

2. Authorized Passengers

Employees operating District vehicles shall not permit passengers other than District or District-related employees to ride along without prior approval from the Director of Facilities or designee.

3. Drug & Alcohol-Free Workplace

The SDCCD is committed to maintaining a drug-free and alcohol-free workplace. Employees are required to make every effort to ensure and uphold this standard. Employees who consume illicit drugs or alcohol during work hours or while at the workplace are subject to corrective action, which may include dismissal, in accordance with applicable District policies and labor agreements. For the purpose of this policy, operating a District vehicle is considered part of the workplace, regardless of the vehicle's location. Operating a District vehicle while intoxicated or impaired as defined by law or under the influence of any drugs or alcohol, is subject to disciplinary and legal action. All employees must comply with state laws regarding vehicle operation.

4. Accessories & Modifications

No modifications, additions, or removal of vehicle equipment or accessories shall be made without written permission from the Associate Vice Chancellor of Facilities, Risk Management, and Operations or designee.

5. On-Duty Use

Vehicle assignments shall be based on the nature of the employee's duties, job description and essential functions, employment, and/or appointment status. At the discretion of the appropriate supervisor or manager, vehicles may be reassigned to other departmental employees.

6. Take-Home Vehicles

District vehicles may not be utilized as take-home vehicles unless written consent has been provided by the Associate Vice Chancellor of Facilities, Risk Management, and Operations or designee.

7. Security

All unattended vehicles and those not in use shall be locked at all times. Tools, tool compartments, and bins shall be stowed and locked. Vehicles shall be parked in a secured area after hours, where applicable.

8. Maintenance

The assigned employee is responsible for maintaining and cleaning the vehicle (interior and exterior). Employees shall inspect their assigned vehicles daily for damage, service, and maintenance requirements.

Vehicles requiring maintenance shall be immediately reported to the assigned employee's supervisor. The supervisor will work with the employee to schedule maintenance and potentially provide alternate transportation methods during the repair based on circumstances and availability.

The employee shall retain the keys issued when dropping off vehicles for service.

9. Damage, Abuse and Negligence

When any vehicle is involved in a traffic collision or otherwise incurs damage, the supervisor shall be immediately notified, who shall notify the Director of Facilities. In addition, College Police shall be notified for reporting purposes.

Damage to any vehicle not caused by a traffic collision shall be reported immediately to the supervisor or manager. An administrative investigation will be initiated to determine the cause of the damage for any vehicle abuse or negligence.

10. Use of Cellular Phones

In accordance with CVC 23123 & 27400, no employee shall operate a District vehicle while using a cellular phone without a hands-free device. The use of any device, including traditional headphones, that covers or is inserted into both ears is prohibited while driving.

11. Fuel Key

Each vehicle has a specific fuel key assigned to it, which must be kept with the vehicle at all times. The fuel key may not be used for any vehicle or purpose other than District-related business in District vehicles. Lost or stolen fuel keys must be reported immediately to the assigned vehicle driver's immediate supervisor.

12. Safety

All vehicles, except golf and utility carts, are required to contain one (1) first aid kit and one (1) fire extinguisher. The employee assigned to the vehicle shall inspect the fire extinguisher and initial the inspection log every month.

Ladders and cargo should be properly stored and secured at all times while the vehicle is in motion. Employees who tow trailers and equipment shall be trained and knowledgeable about the equipment utilized to complete such tasks. Vehicle familiarity shall be the responsibility of the employee. The District is responsible for scheduling annual training.

13. Breakdown / Flat Tires

All vehicle failures and flat tires shall be reported to the immediate supervisor and/or the department responsible for vehicle repairs. At no time shall a tire be changed on a freeway. In the case a vehicle mechanic is not available, the department can dispatch Road One or utilize any tow vendor.

14. Insurance

The District is responsible for vehicle insurance. Insurance forms are distributed every July and shall be kept in the vehicle at all times.

15. Driving Etiquette

Employees shall conduct themselves professionally while operating a District vehicle. Speed limits shall be adhered to on and off campus. When on campus, vehicles shall be parked in designated areas to avoid restricting foot or vehicle traffic.

16. Campus Speed Limits

All vehicles, including golf and utility carts, are to adhere to campus speed limits. Speeds shall not exceed 15 miles per hour while driving on campus.

17. Personal Property / Use

The use of a District vehicle for personal reasons or gain is prohibited. Regular or occasional garaging of District-owned vehicles at any location other than the one assigned shall be subject to prior approval of the Director of Facilities or designee. The district is not liable for any personal property lost or stolen while using a District vehicle.

Reference: Public Contract Code Section 10326.1
Title 13, California Code of Regulations, Division 1, Chapter 1

Approved: 7/18/25

This is a New Procedure