

**LOS ANGELES COMMUNITY COLLEGES
OFFICE OF THE CHANCELLOR
ADMINISTRATIVE REGULATIONS**

INDEX NUMBER B-1

REFERENCE:	TOPIC: District-Owned or Leased Vehicles
ISSUE DATE: October 1, 1977	INITIATED BY: Business Services
CHANGES:	DATE OF CHANGES: Oct. 1982

1. Vehicles made available to the District Office or colleges and their personnel are for use in the conduct and operation of District business.
2. Automobiles owned by the District and operated by District personnel may be replaced after 60,000 miles or four model years in age, whichever occurs first.
3. Regular or occasional garaging of District-owned vehicles at any location other than assigned is permitted only with prior written approval of the Chancellor or his designee. Home garaging shall meet any one of the criteria listed below:
 - a. Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
 - b. Employees who are regularly or frequently subject to call before or after regular working hours.
 - c. Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.
4. All drivers of District-owned or leased vehicles both on and off campus, must have a current Class II or III license for the vehicle to be driven and must have a clearance to drive as authorized by the Chancellor or his designated representative. These Clearance Forms can be obtained from the Safety and Police Office on each campus and at the District Safety and Police Office.
5. The name, home address, employee number, California Driver's License number and Social Security number of any employee to be authorized to drive District vehicles must be submitted to the Director of College Safety and Police Services for clearance prior to final granting of authorization. A copy of the authorized clearance from Safety and Police must accompany the Request for Contract for the leasing of a vehicle or the lease will not be processed by the Contracts office.

6. The chief administrative officer of a location is responsible for controlling access to and use of all District vehicles assigned to that location.
7. All District vehicles and drivers must comply with the California Vehicle Code and the California Administrative Code, Title 13 (Motor Carrier Safety).
 - a. Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II license, a current medical certificate and a current First Aid Certificate.
 - b. All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.
 - c. All District off-campus vehicles must be equipped with a fire extinguisher of at least 4BC rating and a First Aid Kit as defined in the California Administrative Code, Title 13.
 - d. All District vehicles with equipment for transporting the handicapped must comply with the California Administrative Code, Title 13, Section 1269.1.