



SAN DIEGO
Community College District

**San Diego Community College
District
Risk Management Office**

Vehicle Safety Program



PROGRAM AUTHORIZATION

_____ Chancellor	
_____ Trustee	_____ Trustee
_____ Trustee	_____ Trustee
_____ Trustee	
_____ Vice Chancellor, Facilities	_____ Vice Chancellor, Human Resources
_____ Risk Manager	
Date: _____	

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I. PURPOSE

The San Diego Community College District, recognizing that the health, safety, and well-being of its employees are of paramount importance in the management of the District, affirms its commitment to create and maintain a safe and healthful working environment.

The San Diego Community College District’s *Vehicle Safety Program* provides guidance to reduce the number and severity of vehicle accidents, both on and off District property. The physical, emotional, and financial losses due to vehicle accidents can be minimized by following the provisions of this *Program*.

II. REGULATORY CITATIONS

California Motor Vehicle Safety Act
 California Vehicle Code
 National Institute of Occupational Safety and Health, *Work-Related Roadway Crashes*

III. DISTRICT POLICIES AND PROCEDURES

SDCCD Board Policy 6800

IV. AUTHORITY

The Chancellor has ultimate authority and responsibility for the health and safety programs within the District. Creating broad-based safety accountability is the responsibility of the Chancellor and District leadership.

The Chancellor has designated the Vice Presidents of Administrative Services to act as the *Vehicle Safety Program* administrators at each College within the District. At the District Office, the designees are the Risk Manager, while at the District Facilities Service Center, it is the Director of Facilities.

To ensure effective implementation of this *Program*, all personnel with designated specific responsibilities are expected to understand and implement the procedures outlined in this document, together with the specific contents of this *Vehicle Safety Program* for their assigned facility.

A. Chancellor’s Designees

The Vice Presidents of Administrative Services and Facility Directors have the authority and are responsible for the implementation and maintenance of this *Program*, including:

1. Developing or adopting the necessary policies and programs to adequately maintain a safe and healthful work and learning environment at the facilities of their



- responsibility
- 2. Providing for required equipment and monitoring as specified in this *Program*
- 3. Recommending to the Site Safety Committee any additions or changes to the *Vehicle Safety Program*
- 4. Providing for training to those employees required to abide by this *Program*
- 5. Assigning designees to fulfill all aspects of this *Program*.

B. Risk Management Office

The District Risk Management Office is responsible for the oversight and maintenance of this *Program*, including:

- 1. Reviewing the *Program* annually and updating, as necessary
- 2. Evaluating the adequacy and consistency of vehicle safety training in the District
- 3. Providing technical expertise to all Chancellor’s Designees, as requested and required
- 4. Monitoring Cal/OSHA and Department of Motor Vehicle standards for relevant regulatory changes
- 5. Conducting periodic program audits and inspections at District facilities to evaluate compliance with all Federal, State, County, District, Facility, and College vehicle-related regulations and recommendations.

C. Facilities Services

The Facilities Services Department is responsible for the implementation of this *Program*, including:

- 1. Identifying vehicles that fall under the scope of this *Program*
- 2. Properly maintaining and repairing all vehicles owned or leased, if appropriate, by the District.

D. Supervisors

Supervisors are responsible for implementing and enforcing the provisions of this *Program*, including:

- 1. Identifying vehicles and activities that fall under the scope of this *Program*
- 2. Training employees on vehicle safety
- 3. Enforcing the provisions of this *Program*
- 4. Notifying the Risk Management Office of any vehicle related incident or injury
- 5. Notifying the Risk Management Office when any employee becomes disqualified to use District vehicles
- 6. Providing technical expertise to employees
- 7. Maintaining a file of employees approved to drive District-provided vehicles
- 8. Assigning designees to fulfill all aspects of this *Program*.

E. Employees

Employees are responsible for

1. Completing all necessary training
2. Complying with all relevant aspects of the *Vehicle Safety Program*
3. Maintaining a valid driver’s license, if required by their job classification or assigned duties
4. Immediately notifying their supervisor of any changes in their ability to operate a motor vehicle, including but not limited to medical conditions and driver’s license restrictions
5. Knowing, understanding, and abiding by the rules of the road
6. Reporting any *Program* deficiencies to their supervisor or the Risk Management Office.

F. Students

1. Students are allowed to drive District low-speed vehicles on campus only.
 - a. Student workers and volunteers are allowed to drive District low-speed vehicles if approved by their supervisor and they adhere to all provisions of this *Program*.

V. DEFINITIONS

1. *District-provided vehicles*: any form of motorized transportation, excluding heavy equipment such as tractors and motorized work platforms, that has been provided by the District, by purchase, lease, or rent, at no expense to the employee in order to execute District business, perform the requirements of their job, or represent the District during the course of business;
2. *Low-speed vehicles (LSV)*: a vehicle with four wheels and a top speed of 20-25 mph; may be gas-powered or electric;
3. *On-road vehicles*: vehicles designed and approved for use on public streets and interstates; may be cars, trucks, vans, or sport-utility vehicles (SUVs).

VI. VEHICLE SAFETY

Driving for the District is a privilege, not a right.

Some job classifications rely on vehicle transportation to perform the tasks required by their job classification. In other instances, the use of on-campus vehicles makes tasks easier and the employee more effective. Employees are expected to abide by all of the provisions of this *Program* while working for the District.



A. Exemptions

The following are exempted from the provisions of this *Program*:

1. Riding lawn mowers
2. Tractors
3. Bicycles
4. Personal transportation devices (e.g., Segway).

B. General Safety Provisions

The following apply to all vehicles used while performing District business.

1. All drivers of any District vehicle shall be over the age of eighteen (18).
2. All laws and rules of the road shall be followed by individuals driving for District business.
 - a. Individuals driving vehicles marked with District logos or State Government exempt plates shall not exceed any posted speed limit, except in emergency situations or when passing slower vehicles is required.
 - b. Employees driving on District business or in a District vehicle shall
 - 1) Under normal traffic conditions keep to the right
 - 2) Maintain a safe distance, based on speed travel, from vehicle ahead
 - 3) Yield the right away to pedestrians, ambulances, fire trucks, or other vehicles in emergency situations
 - 4) Not pass another vehicle traveling in the same direction at intersections, blind spots, or at other dangerous locations
 - 5) Keep a clear view of the path of travel, observe traffic and personnel, and maintain a safe clearance
 - 6) Ascend or descend grades slowly
 - 7) Use extreme caution on grades, ramps, or inclines
 - 8) Avoid making tight turns in top-heavy vehicles such as passenger vans, flatbed trucks, and box trucks
 - 9) Use conservative assessments when entering intersections having a yellow light in their direction of travel.
 - c. The use of cellular phones or other mobile devices by the driver are forbidden while the vehicle is moving and wherever else it is restricted by law
 - 1) Employees shall find a safe place to pull over and stop the vehicle before they may use a mobile device, including GPS and map systems.
 - 2) Dedicated hand-held communication devices, such as two-way radios are allowed to be used while the vehicle is moving.
3. Seat belts shall be worn at all times in any vehicle that is outfitted with them (Cal Veh Code, 27315).
4. Stunt driving, horseplay, or reckless driving is forbidden with any District vehicle.
5. Any parking ticket or moving violation that an employee receives while driving any vehicle for District business or as a representative of the District is the responsibility



of the employee.

- a. The District shall not be responsible for any ticket, fees, fines, or charges associated with any vehicle violations committed by District employees.
 - 1) It is the responsibility of the District employee to pay the fine or fee in a timely manner to avoid any restrictions on their driver's license.
 - b. Parking tickets received by District employees while parking at District Facilities who have proper parking permits shall be forwarded to their supervisor for remediation by College Police.
 - 1) Tickets for parking in designated spaces (such as Dean or Chancellor) or for not properly displaying a permit shall be the responsibility of the employee and shall not be forwarded to the supervisor for remediation.
 - c. Employees are covered under the District's insurance policy when driving for District business and during regular work hours; however, accidents that are determined to be the fault of the employee may result in the revocation of District-provided vehicle driving privileges.
6. District vehicles should be properly inspected before use to ensure they are in proper working condition.
 - a. Refer to Appendix A for an inspection checklist.
 7. Eating, tobacco use, and smoking, including electronic devices, are not allowed in District vehicles.
 8. Employees shall not drive a District vehicle if they are
 - a. Taking prescription or over-the-counter medications that may impair the ability to drive
 - b. Under the influence of alcohol, marijuana, or illegal drugs.
 9. District vehicles are only to be used for District functions.
 10. Unauthorized passengers are not permitted to ride in a District vehicle at any time.
 - a. Passengers may be authorized for special events or circumstances by the supervisor.
 11. Drivers are personally liable for damage caused by their own negligence and disregard of these rules.
 - a. Supervisors who fail to properly instruct their employee may be similarly liable.
 12. Safe use of vehicles is a condition of employment and shall be closely monitored.
 13. Refueling may take place at District refueling sites, if authorized.
 - a. The engine shall be shut off during refueling.
 - b. The fuel tank cap shall be replaced before starting engine.
 14. Routine maintenance is scheduled and coordinated by the District Service Center.
 - a. All police vehicles are scheduled for maintenance every three thousand (3000) miles or four (4) months, whichever comes first.
 - b. All other vehicles are scheduled for maintenance according to the age of the vehicle
 - 1) Newer vehicles (less than 10 years old) are serviced at an interval of 4,000 miles or every 5 months
 - 2) Older vehicles (greater than 10 years old) are serviced at an interval of 3,000 miles or every 4 months
 - c. Low-speed vehicles with hour meters are serviced every two hundred (200) hours.

- d. Non-routine maintenance may be initiated by supervisors, as reported by the users of the vehicles.

C. Driving Under the Influence

The Risk Management Office assumes a ‘Zero Tolerance’ policy for alcohol, marijuana, and drug use while using District vehicles.

- 1. Any employee who tests positive for alcohol, marijuana, or illegal drugs by law enforcement or random screening shall have their District driving privileges revoked for no less than six (6) months.
 - a. Reinstatement is at the discretion of the Risk Manager and the supervisor.
- 2. Employees who test positive for alcohol, marijuana, or any combination of illegal drugs twice while driving District vehicles shall permanently lose their District driving privileges.
 - a. The employee will be directed to an Employee Assistance Program.

D. Driver Authorization

Drivers for on-road vehicles and low-speed vehicles must be authorized by their supervisors, the District Employment Office, and Risk Management prior to operating a District vehicle.

- 1. The driver must be a current San Diego Community College District employee.
- 2. The employee must have a valid California Driver’s License.
- 3. The employee must complete the required training as noted in this *Program*.
- 4. The employee must have completed a *Driver Authorization Form* (Refer to Appendix B).
 - a. *Driver Authorization Forms* are kept by the Risk Management office.
 - 1) It is the responsibility of the supervisor to ensure a current *Driver Authorization Form* is on file and the employee does not have any restrictions.
 - b. Completion of the *Driver Authorization Form* will place the employee into the Department of Motor Vehicles (DMV) Employer Pull Notice (EPN) Program. See Section VI.E.
- 5. Employees operating vehicles without completing the *Driver Authorization Form* will immediately lose all District driving privileges for no less than three (3) months based on a review by the Risk Manager.
- 6. Supervisors will be notified immediately if it is discovered that an employee no longer meets the qualifications for District driving privileges.

E. Employer Pull Notice Program

The Employer Pull Notice (EPN) Program is a service provided by the California Department of Motor vehicles as a means of promoting driver safety for employers. The



EPN Program enables the District to review and monitor the status of the employee’s license and driving record.

1. Notifications in the system are made for participants who
 - a. Have a conviction
 - b. Fail to appear
 - c. Have a reportable accident
 - d. Get their license suspended or revoked
 - e. Any other actions taken against the driving privilege

1. The District Employment Office shall ensure that the District is enrolled in the EPN Program pursuant to the requirements set forth in the California Vehicle Code, Section 1808.1.
 - a. The DMV website directs government agencies to contact Information Services’ Account Processing Unit at (916)657-5564 for assistance.
 - b. An account must be established using DMV Form INF 1130, *Government Requester Account Application*
 - 1) The form must be resubmitted every forty-eight (48) months.
 - 2) In Section D, the purpose should be for “EPN (Employer Pull Notice).”
 - 3) The form will generate a ‘Requestor Number’ which is used in subsequent driver applications and to generate reports.
 - c. The District Employment Office is responsible for designating an EPN Agent, maintaining the District’s account, and updating the driver’s list, as appropriate.
 - 1) A DMV form INF 2110 must be completed and submitted to authorize the EPN Agent.
 - 2) A new form must be submitted two (2) weeks prior to changing the EPN Agent.

2. Employees who will drive District vehicles in the following capacities must sign the *Driver Authorization Form* (Appendix B), thereby authorizing the District to enroll them in the EPN Program.
 - a. Class A licenses
 - b. Class B licenses
 - c. Licenses with passenger endorsements, including vans for ten (10) or more passengers
 - d. Failure or refusal to submit to the EPN Program shall result in the employee not being authorized to operate a District on-road vehicle and may, depending on the job classification, impact their ability to execute the duties of their position.

3. The District Employment Office shall review driving records and decide whether the person should be authorized to drive a District vehicle.
 - a. A DMV Form INF 1103 shall be completed for all new potential drivers and submitted to the DMV.
 - b. A report will be automatically generated and sent to the EPN Agent by the DMV.
 - c. The District may elect to enroll all approved drivers in the EPN program using

the form listed in 'a,' above.

- 1) If driving a District vehicle is not a requirement of the job classification, the EPN Agent may either
 - a) Complete a *Governmental Agency Record Request* (DMV Form 254); or
 - b) Have the prospective employee purchase their own driving record at a DMV field office and forward to the EPN Agent.
4. Annual reports from the DMV are sent to the District EPN Agent for review.
 - a. Driving eligibility will be suspended by the Employment Office if the employee has reached the point threshold for a negligent operator (CVC 12810.5.a)
 - 1) Four (4) points in twelve (12) months
 - 2) Six (6) points in twenty-four (24) months, or
 - 3) Eight (8) points in thirty-six (36) months
 - b. Points are assigned by the DMV.
5. The District Employment Office must notify the DMV when
 - a. An enrolled driver separates service with the District (DMV Form INF 1103)
 - b. New employees who will operate District vehicles are hired (DMV Form INF 1103)
 - c. The Employment Office EPN Agent changes (DMV Form INF 2110).

VII. ON-ROAD VEHICLES

An on-road vehicle includes cars, vans, trucks, delivery trucks, and SUVs that are intended for travel on public rights of way. On-road vehicles include marked District vehicles, College Police vehicles, vehicles that are rented by the District for out-of-county travel, and vehicles that are leased by the District.

A. General Provisions

1. Current District employees with a valid California Driver's license, *Driver Authorization Form*, and have been approved by the District Employment Department and their supervisor shall be authorized to drive a District on-road vehicle after they have completed the training as outlined in this *Program*.
 - a. Students are not allowed to drive District on-road vehicles, except in emergency situations.
 - b. Student workers and volunteers are allowed to drive District on-road vehicles, if approved by their supervisor and they adhere to all provisions of this *Program*.
2. All District on-road vehicle drivers are enrolled in a DMV Pull Notice Program.
 - a. This includes employees who may regularly be assigned work at multiple locations requiring travel by District vehicle.
3. An authorized driver must be assigned for every District vehicle that is checked out.
4. Any deviation from this *Program* or dangerous behavior will result in the revocation of approval to use any District vehicle.
 - a. The length of revocation will be determined on a case-by-case basis by the



Risk Manager with terms that may range from the employee being prohibited to use a certain class of vehicle up to permanent prohibition to use any District vehicle.

B. Personal Vehicle Use

Employees possessing a valid driver’s license and current automobile liability insurance shall be permitted to drive a personal vehicle on District business.

C. Passenger Vans

1. All authorized drivers of passenger vans with seating for over ten (10) occupants (including the driver) are required to possess a valid driver’s license with a passenger transport vehicle endorsement. (Cal Ed Code, 39800.5, Cal Veh Code 15278).
 - a. This license shall be ‘restricted’ to passenger transportation only for Community Colleges and will not be for hire.
 - b. This endorsement must be renewed every five (5) years.
2. District owned and leased vans with seating for over ten (10) occupants (including the driver) do not meet Federal Bus Safety Standards and cannot be used to transport children in the twelfth (12th) grade or younger for school/college related functions.
3. Due to increased hazards with these large vehicles, the following provisions shall be adhered to
 - a. The van shall be inspected before use. Refer to Appendix C for a checklist.
 - 1) The supervisor shall retain the checklist until the van is returned.
 - b. Driver and all passengers shall wear seat belts.
 - c. Passengers are to sit in front of the rear axle whenever the van is not full.
 - d. Drivers shall not allow more than fifteen (15) passengers, including the driver, in the van.
 - e. Drivers shall avoid abrupt maneuvers.
 - f. Drivers shall allow for additional following distance since the vans require additional stopping distance.
 - g. Drivers shall not exceed the posted speed limits or fifty-five (55) miles per hour under any circumstances.
 - 1) Drivers shall use lower speeds in poor visibility or high wind conditions.
 - h. Drivers must be well rested and maintain a safe speed for weather and road conditions.
 - i. Drivers must avoid all distractions.
 - j. Drivers must be especially cautious on curved or rural roads.
 - k. If the van’s wheels drop off the roadway, gradually reduce speed and steer back onto the roadway when it is safe to do so.
 - l. The van’s tires must be properly inflated and the tread must not be excessively worn (the tread wear bars should not be clearly visible) prior to departure.
 - m. If a van’s rear seat is removable, the seat should be kept out of the van until



needed.

4. Loading and Towing
 - a. Cargo shall not be strapped or loaded onto the roof.
 - b. Rear receiver hitch cargo tables/baskets shall not be used.
 - c. Items should be placed under the seats to distribute load.
 - d. Interior cargo should be placed in front of the van's rear axle, when possible.
 - e. Passengers should be loaded from the front first.
 - f. Tow trailers shall not be used with a fully loaded van.
 - g. The District Service Center must approve any towing ensemble.

VIII. LOW-SPEED VEHICLES

Low-speed vehicles include electric carts, smaller gas-powered vehicles, maintenance vehicles, and other intra-facility vehicles.

A. General Provisions

1. These types of vehicles are typically restricted to use on District Sites.
 - a. Low-speed vehicles (LSVs) shall not be driven in vehicle lanes on public ways as the passenger compartment is not designed to withstand impacts.
 - 1) LSVs that must travel on public ways shall stay to the right of the road, driving in the same area designated for bicycles.
 - b. Crosswalks and stoplights shall be used if crossing a public way is required.
2. All drivers must have a valid driver's license.
3. LSVs must obey all traffic rules.
4. LSVs shall not drive on pedestrian-only sidewalks adjacent to streets except under emergency conditions.
5. Under all travel conditions the LSV shall be operated at a speed that will allow it to be brought to a safe stop.
 - a. LSVs shall not be driven at speeds exceeding twenty (20) mph.
 - b. When driving on walkways shared by pedestrians or adjacent to sidewalks, the speed of the vehicle shall not exceed ten (10) mph.
 - c. Speeds shall be reduced in wet weather or when driving over wet or slippery surfaces.
6. Starts, stops, turns, or direction reversals should be made in a smooth manner so as not to shift the load, eject passengers, or overturn the cart.
7. Horns shall be used when approaching pedestrian crosswalks, when rounding blind corners, and intermittently while driving adjacent to sidewalks.
 - a. A 'blind corner' is an intersection or turning opportunity where the driver cannot see persons or vehicles travelling perpendicular to their current path until such time as both parties arrive at the intersection.
8. When it's necessary to drive next to buildings, care should be taken to avoid out-swinging doors.
9. A safe distance shall be maintained from the edge of ramps and platforms.
10. LSVs shall not be used to drive over squared-off curbs or parking blocks.



11. Due to the lower clearance of LSVs and the lack of shock-absorbing capabilities, loose objects, potholes, and bumps should be avoided.
12. LSV's shall drive over curbs slowly and as perpendicular to the incline as possible to avoid tipping over.
13. LSVs shall be brought to a complete stop before changing the direction of travel from forward to reverse or vice versa.
14. LSVs shall not be held still on inclines using the accelerator; the brake or parking brake shall be used.
15. When parked, the LSV shall
 - a. Be placed in neutral
 - b. Have the parking brake set
 - c. Have the keys removed
 - d. Have the tires 'curbed' or blocked, if on an incline.
16. Riding on the cart by persons other than the operator is authorized only on passenger seat(s) provided by the manufacturer.
 - a. All passengers must use seat belts, if available.
 - b. Passengers may never ride in the cargo area.
 - c. Students are not allowed to ride on carts unless it is for prearranged or emergency transportation.
17. All parts of the body shall remain within the cart at all times while in motion.
18. When a cart must be left unattended, the parking brake shall be applied, the engine or motor will be shut off, and the key, if present, will be removed.
 - a. Unattended is defined as the operator being more than twenty five (25) feet from the vehicle.
 - b. Carts shall not be parked or left unattended in a manner that blocks or obstructs
 - 1) Fire lanes
 - 2) Access to stairways
 - 3) Sidewalks
 - 4) Fire equipment
 - 5) Building accesses (doors).
19. Carts shall not be repaired or modified unless performed by the District Service Center.
20. In inclement weather, drivers of open-air carts shall not use non-sanctioned items, such as umbrellas or plastic sheeting, to protect themselves from the elements.
21. All accidents involving personnel, building structures and equipment shall be reported to the supervisor immediately.
22. Battery maintenance shall be performed monthly.
23. When not in use, rechargeable LSVs shall be plugged into an appropriately rated receptacle for charging.
 - a. Cords shall be plugged directly into outlets- extension cords and power strips shall not be used.
24. Vehicles shall be kept clean, free from garbage, and washed at least once per semester.
25. Vehicles shall not be loaned across Departments without the express written permission of the supervisor responsible for the vehicle.



26. Student employees and student volunteers are allowed to use carts; however, the faculty member authorizing their use assumes responsibility for any injuries or damage resulting from the use.

B. Loading

Having shorter wheelbases and narrower tracks, LSVs can be more susceptible to performance issues if improperly loaded.

1. Materials or tools may be carried on the seats only if the vehicle is not outfitted with a cargo area or if the item(s)
 - a. Would be damaged or lost if contained in the cargo area
 - b. Would be damaged by exposure
 - c. Require(s) stabilization in the seat.
 - 1) Materials shall be secured in such a manner that the driver can use both hands for steering.
2. When possible, materials and tools should be tied down or otherwise secured in the cargo areas.
3. Materials should not extend over the sides of the cargo area or out of the passenger compartment.
4. Loads, including passengers, may affect the performance of the vehicle, requiring lower operating speeds, wider turns, and longer stopping distances.
 - a. Loaded LSVs may also 'bottom out' easier due to the increase in weight.
5. Loads, including passengers, shall not exceed the capacity of the vehicle as listed.
6. The height of cargo should be considered when the LSV must travel under overhangs, trees, or other low structural elements.
7. Loads shall be centered and stable.
 - a. If the load cannot be centered, the driver shall use extra caution.

C. LSV Inspections

1. Pre-operational checks shall be made each day and recorded prior to using the vehicle. Refer to Appendix D.
2. Supervisors shall ensure that weekly inspections are performed on all utility vehicles assigned to their Department and that written records are maintained.
 - a. Inspection records shall be kept for at least three (3) years.
 - b. Weekly inspection records shall be kept with the vehicle. Refer to Appendix E.
3. If the cart is found to be in need of repair, is in any way unsafe or contributes to an unsafe condition, the matter shall be reported immediately to the supervisor and the cart shall have a sign attached that it is out of service.
 - a. The cart shall not be operated until it has been restored to a safe operating condition per the District Service Center.

IX. ACCIDENT REPORTING



A. Vehicle Accidents

1. A reportable vehicle accident is any incident that results in any damage to
 - a. A District vehicle
 - b. District property caused by a District vehicle
 - c. Another party's vehicle, property, or person caused by a District vehicle.

B. On-site Accidents

1. Any accident that occurs on-site shall be reported immediately to College Police (619-388-6405) and the employee's supervisor.
 - a. College Police will handle the situation in accordance with their established procedures and submit an accident report to the Risk Management Office.
 - b. Accidents involving injuries will be handled by College Police who will activate emergency services, if necessary.
 - c. The supervisor shall immediately notify the Risk Management Office of the incident (619-388-6953).
2. For vehicle-to-vehicle accidents, the employee shall make every effort to ensure the other party does not leave the scene.
 - a. If the other party leaves the scene, the employee shall note down the make, model, color, and license plate number of the vehicle.
3. If there were witnesses to the event, they should be asked by the employee to remain or, if they must leave, the employee should record their name and contact information.

C. Off-site Accidents

All District vehicles are insured under the Statewide Association of Community Colleges (SWACC). Insurance certification information is located in the glove box of all District on-road vehicles.

1. The employee shall never leave the scene of an accident until they have exchanged information with the other party or have been released by the California Highway Patrol.
2. If there are any injuries, the employee shall call 911 immediately.
3. The employee shall immediately notify their supervisor of the accident.
 - a. The supervisor shall immediately notify the Risk Management Office of the incident (619-388-6953).
4. A vehicle accident report must be filled out upon return to a District Facility.
 - a. Copies will be given to the supervisor who will review the form and forward it to the Risk Management Office.
 - 1) A copy of the form is provided in Appendix F.
5. For an accident that renders the vehicle non-operational
 - a. The employee shall contact their supervisor
 - b. The supervisor shall contact the District Service Center to arrange for tow



truck assistance and instructions.

- c. The supervisor shall arrange to pick up the employee after the employee or District Service Center has determined where the vehicle will be towed.
- 6. If there were witnesses to the event, they should be asked by the employee to wait for law enforcement to arrive (if they were contacted) or the employee should record their name and contact information.

X. TRAINING

A. General

1. All employees, faculty, volunteers, and student workers who will use any District-provided vehicle shall review this *Program* as part of their training program.
2. Live driving training or other instruction may be offered by the District on a periodic basis.
3. The employee shall review the following modules on the Keenan SafeColleges training portal:
 - a. Low-speed vehicles
 - 1) Utility Cart Safety (Section- Environmental)
 - 2) Distracted Driving (Section- Transportation)
 - b. On-road vehicles (all modules are located in the Transportation section)
 - 1) City Driving
 - 2) Defensive Driving
 - 3) Distracted Driving
 - 4) Road Rage
 - 5) Van Safety (for van use only).
4. The following training schedules shall be followed
 - a. Employees who use District vehicles at least monthly:
 - 1) Upon the employee's initial assignment and prior to first use of a District vehicle; and
 - 2) Annually thereafter
 - a) Annual retraining may consist of either the Keenan modules or other driver safety training approved by Risk Management.
 - b. Employees who use District-obtained vehicles on an infrequent basis but more than once per year
 - 1) Prior to first use of a District vehicle; and
 - 2) Annual review of the Keenan modules.
 - c. Employees who use District-obtained vehicles less than once per year
 - 1) Prior to each use of a District vehicle.
5. The supervisor shall also review with the employee for all vehicle types the employee will be authorized to use
 - a. Location and use of all controls
 - b. Turning on and off the vehicle
 - c. Proper parking and securing operations
 - d. Adjustments for mirrors and seats



- e. Location of seat belts
- f. Proper use of the vehicle.

B. Records

1. The supervisor shall retain training records for employees as follows
 - a. For employees who regularly or infrequently use District vehicles- at least three (3) years
 - b. For employees who use a vehicle less than once per year or for single-use only, the training record may be purged after the incident-free use of the vehicle.
 - 1) If an incident occurs during use of the vehicle, the training record shall be forwarded to Risk Management with the accident and incident report.
2. Risk Management shall retain the *Driver's Authorization Form* until
 - a. The employee separates service with the District
 - b. The employee is deemed ineligible to drive by the District.



APPENDIX A: Vehicle Inspection Form

Vehicle (Year/Make/Model):		License #:
Date:	Driver:	Destination:
Odometer:		

Exterior Inspection	Interior Inspection
1. Visually inspect around vehicle	6. Inspect interior
<input type="checkbox"/> Fluid leaks	<input type="checkbox"/> Interior lighting operational
<input type="checkbox"/> Deflated tires	<input type="checkbox"/> Seats and floor clean
2. Check for damage	<input type="checkbox"/> Safety restraints present and operable
<input type="checkbox"/> Windshield and windows	7. Check equipment and safety items
<input type="checkbox"/> Exterior body and light assemblies	<input type="checkbox"/> Dashboard indicator lights and gauges
<input type="checkbox"/> Side mirrors	<input type="checkbox"/> A/C – Heater
3. Check the tires	<input type="checkbox"/> Horn
<input type="checkbox"/> Tread depth	<input type="checkbox"/> Windshield wipers
<input type="checkbox"/> Uneven wear, cracks or damage	<input type="checkbox"/> Parking brake
<input type="checkbox"/> Check spare tire	<input type="checkbox"/> Jack and lug wrench
4. Inspect engine compartment	<input type="checkbox"/> Fire extinguisher
<input type="checkbox"/> Oil	<input type="checkbox"/> First aid kit (if installed)
<input type="checkbox"/> Radiator (when engine is cool)	<input type="checkbox"/> Road service kit (if installed)
<input type="checkbox"/> Windshield wiper fluid	<input type="checkbox"/> Insurance liability card and accident forms
<input type="checkbox"/> Inspect all hoses and cable connections	
<input type="checkbox"/> Belts or hoses in good condition	
5. Check all exterior lights	
<input type="checkbox"/> Headlights	
<input type="checkbox"/> Tail lights	
<input type="checkbox"/> Brake lights	
<input type="checkbox"/> Reverse lights	
<input type="checkbox"/> Turn signals	

Supervisor: _____

APPENDIX B: Driver Authorization Form

Campus (please check one): DSC Mesa City Miramar Continuing

Classification (check one): Faculty Staff Student 160-Day Volunteer 1-Time Driver

Last Name of Driver	First Name	Middle Name	Date of Birth
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Address	City	State/Zip
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Department	Instructor/Supervisor	Campus Ext.
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Driver's License Number	State	Exp. Date	Cited for Moving Violation or in Accident Within Last Year?	No _____ Yes _____
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Driver authorization is required for staff, faculty and employees whose job requires them to drive on San Diego Community College District business. This includes using: a District owned vehicle, any rented/leased vehicle or a personally owned vehicle while on District business. Completed forms are to be returned to the driver's immediate supervisor for their signature and promptly forwarded to the Risk Management Office.

Driver Agreement:

I acknowledge that I have read the San Diego Community College District's *Vehicle Safety Program*. I understand the contents and agree to comply with all of the policies. I understand that my driving record will be checked periodically by way of the Employer Pull Notice (EPN) Program maintained by the California Department of Motor Vehicles and authorization ends when my driving record fails to meet the minimum driving standards or when employment with the District is terminated.

I agree to:

- 1) Inform my supervisor of any negative change in the status of my driving record, such as license revocation, restriction or suspension. I understand that any negative change in the status of my driving record or the failure to report such change may result in the revocation of the privilege of driving on District business.
- 2) Follow the safest, most direct route to driving destinations
- 3) Avoid unnecessary stops
- 4) Transport only authorized passengers, no guests
- 5) Transport no more passengers than the number of seat belts if driving a passenger vehicle
- 6) Require all occupants to wear seat belts

I HAVE READ AND UNDERSTAND THE CONDITIONS STATED ABOVE AND I CERTIFY ALL INFORMATION TO BE CORRECT:

Driver Signature	Date
------------------	------

APPENDIX C: Passenger Van Inspection Checklist

Vehicle (Year/Make/Model):		License #:
Date:	Driver:	Destination:
Odometer:		

Exterior Inspection	Interior Inspection
1. Visually inspect around van	6. Inspect interior
<input type="checkbox"/> Fluid leaks	<input type="checkbox"/> Interior lighting operational
<input type="checkbox"/> Loose parts	<input type="checkbox"/> Seats secure and in good condition
<input type="checkbox"/> Deflated tires	<input type="checkbox"/> Seats and floor clean
2. Check for damage	<input type="checkbox"/> Safety restraints present and operable
<input type="checkbox"/> Windshield and windows	7. Check equipment and safety items
<input type="checkbox"/> Exterior body and light assemblies	<input type="checkbox"/> Dashboard indicator lights and gauges
<input type="checkbox"/> Side mirrors	<input type="checkbox"/> A/C – Heater
3. Check the tires	<input type="checkbox"/> Horn
<input type="checkbox"/> Tread depth	<input type="checkbox"/> Windshield wipers
<input type="checkbox"/> Uneven wear, cracks or damage	<input type="checkbox"/> Backup alarm (if installed)
<input type="checkbox"/> Check spare tire	<input type="checkbox"/> Parking brake
4. Inspect engine compartment	<input type="checkbox"/> Jack and lug wrench
<input type="checkbox"/> Oil	<input type="checkbox"/> Fire extinguisher
<input type="checkbox"/> Radiator (when engine is cool)	<input type="checkbox"/> First aid kit (if installed)
<input type="checkbox"/> Windshield wiper fluid	<input type="checkbox"/> Road service kit (if installed)
<input type="checkbox"/> Inspect all hoses and cable connections	<input type="checkbox"/> Insurance liability card and accident forms
<input type="checkbox"/> Belts or hoses in good condition	
5. Check all exterior lights	
<input type="checkbox"/> Headlights	
<input type="checkbox"/> Tail lights	
<input type="checkbox"/> Brake lights	
<input type="checkbox"/> Reverse lights	
<input type="checkbox"/> Turn signals	

Supervisor: _____



Appendix D: Low-speed Vehicle Inspection Checklist- Daily

Inspect each cart daily, prior to use.

Vehicle (Model):		ID #:
Date:	Driver:	Hour meter:

Utility Cart Daily Inspection Checklist
1. Visible Items
<input type="checkbox"/> Tires inflated to the proper pressure
<input type="checkbox"/> Fluids at the proper levels
<input type="checkbox"/> No evidence of fluid leaks; no wet spots under cart
<input type="checkbox"/> No loose parts
<input type="checkbox"/> Slow moving vehicle reflective triangles clearly displayed on all carts and trailers in tow by carts
<input type="checkbox"/> No other visibly defective items noted
2. Functional Aspects
<input type="checkbox"/> Vehicle steering is normal
<input type="checkbox"/> Audible reverse alarm operational
<input type="checkbox"/> Side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, dirty
<input type="checkbox"/> Operational flashing hazard lights on cart operational
<input type="checkbox"/> Seat belts accessible for use and in good condition
<input type="checkbox"/> Horn operational
<input type="checkbox"/> All signals fully functional
<input type="checkbox"/> The battery fully charged
<input type="checkbox"/> All safety features maintained in good working order

Place completed form in binder located in vehicle.

Notify the supervisor immediately if any discrepancies are noted. DSC shall be contacted for repairs.



APPENDIX E: Low-speed Vehicle Inspection Checklist- Weekly

Vehicle (Model):		ID #:
Date:	Inspection by:	Hour meter:

Utility Cart Weekly Inspection Checklist
1. Visible Items
<input type="checkbox"/> Tires inflated to the proper pressure
<input type="checkbox"/> Tire tread is in good condition with no bare spots
<input type="checkbox"/> No rust damage
<input type="checkbox"/> Fluids at the proper levels
<input type="checkbox"/> No evidence of fluid leaks; no wet spots under cart
<input type="checkbox"/> Body is in good condition- no dents, splits, or tears
<input type="checkbox"/> Slow moving vehicle reflective triangles clearly displayed on all carts and trailers in tow by carts
<input type="checkbox"/> Windscreen not cracked, damaged, or hazy
2. Functional Aspects
<input type="checkbox"/> Vehicle steering is normal
<input type="checkbox"/> Audible reverse alarm operational
<input type="checkbox"/> Side and rear view mirrors in good condition, e.g., not cracked, fogged, loose, dirty
<input type="checkbox"/> Operational flashing hazard lights on cart operational
<input type="checkbox"/> Seat belts in good condition
<input type="checkbox"/> Horn operational
<input type="checkbox"/> All signals fully functional
<input type="checkbox"/> Battery is not leaking
<input type="checkbox"/> Battery is not corroded
<input type="checkbox"/> Battery cables not damaged, split, or decayed
<input type="checkbox"/> All safety features maintained in good working order
<input type="checkbox"/> All access panels latch and close securely

Place completed form in binder located in vehicle.
DSC shall be contacted for repairs

APPENDIX F: Accident Report Form



AUTO ACCIDENT INFORMATION FORM

KEEP THIS DOCUMENT IN YOUR GLOVE COMPARTMENT							
IF YOU HAVE AN ACCIDENT, use this form to record the facts about the accident, including names and address of all parties involved, and any witnesses to the accident. Give the completed form to your insurance agent or company, or provide the information by phone.							
DATE OF ACCIDENT AND TIME AM PM				LOCATION OF ACCIDENT (INCLUDE CITY & STATE)			
DESCRIPTION OF ACCIDENT (USE REVERSE SIDE IF NECESSARY)							
AUTHORITY CONTACTED AND REPORT #				ANY VIOLATIONS/CITATIONS AS A RESULT OF THE ACCIDENT (DESCRIBE)			
PROPERTY DAMAGED (NOT YOUR VEHICLE)							
DESCRIBE PROPERTY (If auto, year, make, model, plate #)				INSURANCE COMPANY			
OWNER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
OTHER DRIVER'S NAME & ADDRESS <input type="checkbox"/> (Check if same as owner)				RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
DRIVER'S LICENSE NUMBER		DESCRIBE DAMAGE		WHERE CAN DAMAGE BE SEEN?			
INJURED PARTIES							
NAME & ADDRESS		PHONE (A/C, No)		AGE	DESCRIBE INJURY		
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR							
INJURED WAS: <input type="checkbox"/> PEDESTRIAN <input type="checkbox"/> IN YOUR CAR <input type="checkbox"/> IN OTHER CAR							
WITNESSES OR PASSENGERS							
NAME & ADDRESS		PHONE (A/C, No)		INS VEH	OTH VEH	OTHER (Specify)	
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
YOUR INSURED VEHICLE							
YEAR	MAKE		MODEL			PLATE NUMBER	STATE
OWNER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
DRIVER'S NAME & ADDRESS <input type="checkbox"/> (Check if same as owner)				RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
RELATION TO INSURED (Employee, family, etc.)	DATE OF BIRTH	DRIVER'S LICENSE NUMBER		STATE	PURPOSE OF USE	USED WITH PERMISSION? YES <input type="checkbox"/> NO <input type="checkbox"/>	
DESCRIBE DAMAGE		WHERE CAN VEHICLE BE SEEN?		WHEN CAN VEH BE SEEN?		OTHER INSURANCE ON VEHICLE	
YOUR INSURANCE COMPANY NAME			YOUR POLICY NUMBER		YOUR AGENT'S NAME		
POLICYHOLDER INFORMATION							
POLICYHOLDER'S NAME & ADDRESS				RESIDENCE PHONE (A/C, No):		BUSINESS PHONE (A/C, No, Ext):	
REMARKS							
ACORD 11 (2/95)				© ACORD CORPORATION 1994			



APPENDIX G: Vehicle Safety Training Record

Employee: _____		
Date Started:	Date Completed:	Vehicle Type: LSV On-Road Van
Low-speed vehicles	On-road vehicles	Passenger Vans
<i>Review Vehicle Safety Program</i>	<i>Review Vehicle Safety Program</i>	<i>Review Vehicle Safety Program</i>
Keenan Modules:	Keenan Modules:	Keenan Modules:
<input type="checkbox"/> Utility Cart Safety	<input type="checkbox"/> City Driving	<input type="checkbox"/> City Driving
<input type="checkbox"/> Distracted Driving	<input type="checkbox"/> Defensive Driving	<input type="checkbox"/> Defensive Driving
Familiarization:	<input type="checkbox"/> Distracted Driving	<input type="checkbox"/> Distracted Driving
<input type="checkbox"/> Supervisor Vehicle Demo	<input type="checkbox"/> Road Rage	<input type="checkbox"/> Road Rage
	Familiarization:	<input type="checkbox"/> Van Safety
	<input type="checkbox"/> Supervisor Vehicle Demo	Familiarization:
		<input type="checkbox"/> Supervisor Vehicle Demo
	<input type="checkbox"/> EPN Approved (District Employment Office)	<input type="checkbox"/> EPN Approved (District Employment Office)

Supervisor approval: _____ Date: _____