LAS POSITAS COLLEGE - DISTRICT VEHICLE DRIVER RULES

**TO DRIVE A DISTRICT VEHICLE YOU MUST RESERVE THE VEHICLE THROUGH THE M&O OFFICE AND PROVIDE:**

****PHOTOCOPY OF A VALID DRIVERS LICENSE MUST BE ON FILE WITH DISTRICT M&O OFFICE****

A VALID CLASS C DRIVERS LICENSE IS REQUIRED TO DRIVE ANY DISTRICT VEHICLE W/O PASSENGERS

DRIVER(S) OF A 25 PASSENGER BUS OR A 15 PASSENGER VAN REQUIRE A COMMERCIAL CLASS A or B LICENSE

WITH A PASSENGER ENDORSEMENT, AND A DMV MEDICAL EXAMINER'S CERTIFICATE - REQUIRED

TO OPERATE ANY VEHICLE WITH STUDENT PASSENGERS AND MUST BE ON FILE WITH THE M&O OFFICE

**THESE RULES HOLD TRUE TO DRIVE A BUS EVEN WHEN THE ONLY PERSON IN THE VEHICLE IS THE DRIVER**

**DRIVER READ INSTRUCTIONS**

**A VEHICLE OPERATIONS REPORT IS NECESSARY FOR EACH DAY OF DISTRICT VEHICLE USE**

DO NOT COMBINE DRIVING DAYS--REPORTS MUST BE ACCURATE AND COMPLETE--CHP INSPECTS REPORTS

**PRIOR TO LEAVING CAMPUS - BEGIN TO FILL OUT VEHICLE OPERATIONS REPORT**

<table>
<thead>
<tr>
<th>DATE</th>
<th>DRIVERS NAME</th>
<th>DEPARTMENT</th>
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<th>DESTINATION</th>
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<th>STARTING MILEAGE</th>
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**VEHICLE DEPARTMENTAL CHARGE SHEET** - (Top section of Vehicle Operation Report)

**DATE**

**DRIVERS NAME**

**DEPARTMENT**

**DESTINATION**

**VEHICLE NUMBER**

**PURPOSE OF TRAVEL**

**STARTING MILEAGE**

**VEHICLE DEPARTMENTAL CHARGE SHEET**

**DATE**

**DRIVERS NAME**

**DEPARTMENT**

**DESTINATION**

**VEHICLE NUMBER**

**PURPOSE OF TRAVEL**

**STARTING MILEAGE**

**BRKES**

**WINDSHIELD WIPERS**

**LIGHTS**

**FIRE EXTINGUISHER**

**MIRRORS**

**JACK & HANDLE**

**TIRES**

**EMERGENCY FLARES**

**HORN**

**FIRST AID KIT**

**ENDING MILEAGE**

**TOTAL MILES TRAVELED**

**AT END OF DAY**

**VEHICLE DEPARTMENTAL CHARGE SHEET**

**DATE**

**DRIVERS NAME**

**DEPARTMENT**

**DESTINATION**

**VEHICLE NUMBER**

**PURPOSE OF TRAVEL**

**STARTING MILEAGE**

**BRKES**

**WINDSHIELD WIPERS**

**LIGHTS**

**FIRE EXTINGUISHER**

**MIRRORS**

**JACK & HANDLE**

**TIRES**

**EMERGENCY FLARES**

**HORN**

**FIRST AID KIT**

**ENDING MILEAGE**

**TOTAL MILES TRAVELED**

**Complete bottom section for BUS DRIVER(S) Only WITH -**

**TOTAL HOURS ON DUTY PREVIOUS 7 DAYS**

**AVAILABLE HOURS**

**TOTAL HOURS ON DUTY (WORKED)**

**TIME DAY START / STOP**

**RETURN DISTRICT VEHICLE TO CAMPUS M&O YARD**

**VEHICLE GAS TANKS MUST BE FULL - (M&O YARD PUMP OR GAS STATION CREDIT CARD)**

**PARK VEHICLE IN ASSIGNED LOCATION IN M&O YARD**

**CLEAN VEHICLE INSIDE OF ANY DEBRIS AND WASH IF NECESSARY**

**ROLL UP WINDOWS AND LOCK DOORS**

**MAKE SURE ALL VEHICLE LIGHTS ARE OFF**

**RETURN THE FOLLOWING ITEMS TO CAMPUS MAINTENANCE & OPERATIONS OFFICE, Bldg. 3100 or KEY DROP BOX**

**DRIVER PACKET WITH COMPLETED VEHICLE REPORTS FOR EACH DAY OF VEHICLE USE**

**VEHICLE KEYS AND FUEL PUMP KEY CARD**

**VOYAGER FLEET TRAVEL CREDIT CARD WITH RECEIPTS FOR ALL FUEL OR REPAIR CHARGES**

**FOR BUS TRIPS OR TRIPS OVER 100 MILES FROM CAMPUS DRIVER'S LOG BOOK COMPLETED AND LEFT IN VEHICLE**

**VEHICLE MUST BE RETURNED TO THE CAMPUS IMMEDIATELY UPON COMPLETION OF USE**

**DRIVER PACKET WITH KEYS, OPERATIONS REPORTS, VOYAGER CREDIT CARD, AND RECEIPTS MUST BE RETURNED TO THE M&O YARD KEY DROP BOX OR THE M&O OFFICE WHEN YOU RETURN FROM TRIP**

**NOTE: ALL FEES FOR FUEL AND ANY VEHICLE REPAIRS ARE PAID BY THE DEPT THROUGH DEPT CHARGE BACK**

**IF USING RENTAL VEHICLES THEY MUST BE RENTED BY THE DEPT FOR THE TRIP AND THE RENTAL VEHICLE RETURNED BY AGENCY PICK UP OR DROP OFF BY THE DEPT, AND ALL FEES ARE PAID BY THE DEPT THAT RENTED THE VEHICLE(S)**