



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 EXANINER'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

VEHICLE DEPARTMENTAL CHARGE SHEET - (Top section of Vehicle Operation Report)

PRINT ALL REQUIRED INFORMATION:

DATE
DRIVERS NAME DEPARTMENT
DESTINATION VEHICLE NUMBER
PURPOSE OF TRAVEL STARTING MILEAGE

DRIVER'S INSPECTION REPORT - Daily Inspection

INSPECT VEHICLE:

BRAKES WINDSHEILD WIPERS
LIGHTS FIRE EXTINGUISHER
MIRRORS JACK & HANDLE
TIRES EMERGENCY FLARES
HORN FIRST AID KIT

AT END OF DAY

VEHICLE DEPARTMENTAL CHARGE SHEET

COMPLETE REPORT WITH:

ENDING MILEAGE TOTAL MILES TRAVELED

Complete bottom section for BUS DRIVER(S) Only WITH - TOTAL HOURS ON DUTY PREVIOUS 7 DAYS AVAILABLE HOURS
BUS DRIVER ALSO COMPLETES LOG BOOK IN BUS TIME DAY START / STOP TOTAL HOURS ON DUTY (WORKED)

IMMEDIATELY UPON COMPLETION OF TRIP WITH DISTRICT VEHICLE(S) FOR AUTHORIZED USE

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 W/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)