



BP 6530

**Kern Community College District
Board Policy**
Chapter 6 – Business and Fiscal Affairs

BP 6530 District Vehicles

References:

Insurance Code Section 11580.1(b)
Title 13, California Code of Regulations, Division 1, Chapter 1

Note: This policy is **unique to KCCD**.

The Chancellor or designee is authorized to establish a fleet of District vehicles as deemed necessary for the efficient operation of the District. Purchase of vehicles shall be made in accordance with board policy and all provisions of the law. The Chancellor shall establish rules and procedures governing use of the District vehicles. He/she shall adopt a system of priorities allocating vehicles based upon factors of distance to be traveled, purpose, time of application, and safety.

The procedures shall ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

Transportation of students and District personnel on District-authorized field trips and overnight trips shall be provided consistent with state law, board policy, and administrative procedures as established by the Chancellor.

(Also see BP/AP 4300 titled **Field Trips and Excursions**)