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**Administrative Procedure**  
Chapter 6 – Business & Fiscal Affairs

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## **AP 6530 DISTRICT VEHICLES**

### **References:**

Public Contract Code Section 10326.1;  
Title 13, California Code of Regulations, Division 1, Chapter 1

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven. All drivers of District-owned or leased vehicles are eligible for the use of a District gas card in the conduct and operation of vehicles for District business. All vehicle damage will be assessed by Facilities, repairs will be charged back to the department. Any damage done to a District-owned vehicle while in use will be the responsibility of the driver and the department they represent. A situational assessment will determine the department's responsibility for any related service or repair costs.

All drivers of District-owned or leased vehicles with a maximum capacity of 11 passengers (including the driver) must hold a current Class B license.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

District staff shall not operate or lease a passenger van that requires a Class B license.

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Home garaging of District-owned vehicles is not permitted.

The Associate Vice President Capital Planning and Facilities or designee is responsible for controlling access to and use of all District vehicles assigned to that location.

The name, home address, employee number, California driver's license number of any employee to be authorized to drive District vehicles must be submitted to Facilities prior to final granting of authorization.

Also see BP/AP 4300 Field Trips and Excursions, BP/AP 6540 Insurance, and BP/AP 7400 Employee Travel.

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**Approved:** May 14, 2025

*(This is a new procedure)*