



Reference: *Public Contract Code Section 10326.1;*
Title 13, California Code of Regulations, Division 1, Chapter 1
WHCCD Transportation and Driver Selection Plan

All District vehicles (which includes motorized carts) 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 that carry 15 or more persons including the driver must have a current Class B license, a current medical certificate, and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

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

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

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

The College President, Chief Business Officer (CBO), or designee of a location is responsible for controlling access to and use of all District vehicles assigned to that location. Before operating a District vehicle, a copy of the employee's valid driver's license must be on file with the Director of Maintenance & Operations, or designee, along with certification of current training courses related to the specific type of vehicle being operated.

The name, home address, employee ID number, California Driver's License number, and social security number of any employee to be authorized to drive District vehicles must be submitted to the Office of Human Resources prior to final granting of authorization.

Date: 10/18/23