

USE OF DISTRICT AND PERSONAL VEHICLES ON DISTRICT BUSINESS BP 4120

It is the policy of the Cabrillo Community college District that anyone driving District vehicles or personal vehicles on District business shall obtain prior authorization from the appropriate administrator and must meet minimum standards as established by the District.

District Vehicles:

Only District employees, students, or volunteers, who have been approved by the appropriate administrator and by the District Transportation Department may drive a District vehicle. District vehicles may include, but are not limited to, vehicles owned, leased, or rented by the District.

Personal Vehicles:

Only employees and volunteers having a valid driver's license, automobile liability insurance, and a driving record that meets the minimum standards established by the District shall be authorized to drive a personal vehicle on District business.

Adopted: October 13, 2003

Revised: September 10, 2007