

This administrative regulation sets forth the minimum standards and procedures for employees to be screened and evaluated for approval to drive District vehicles. District vehicles may include but are not limited to; vehicles owned, leased, or rented by the District. Meeting these minimum standards does not automatically deem an individual as an approved driver.

**Minimum Standards**

1. Driver must be a current employee of the District;
2. Driver must be at least 18 years of age;
3. Driver must have a valid California driver's license in good standing and of a class consistent with that required for the vehicle that will be driven.
  - a. The driver's license must not have been in a status of suspension or revocation for the past 12 months.
  - b. The driving record cannot exceed the allowable "points" as listed below.
4. Driver must agree to follow the driving rules set forth by the District.
5. Driver must submit to random drug testing if required by the Federal Department of Transportation for the type of vehicle he/she is driving.

**Screening and Approval Process**

1. Each employee who has a need to drive District vehicles shall complete the *Driver Information Form* (available from the District Transportation Department), obtain his or her administrator's approval, and submit the form to Santa Cruz County Sheriff's Office, Cabrillo College Division;
  - a. The Sheriff's office will obtain a summary of the applicant's driving record.
  - b. The Sheriff's office will fax the applicant's *Driver Information Form* to the District Transportation Department with the DMV points information.
  - c. The District Transportation Department will insure that the applicants 'points' and driving history are within the standards outlined in the schedule below.
  - d. The District Transportation Department will notify the applicant that he/she has been approved or the applicant's supervisor if the application is denied.
2. License information for approved drivers who will be driving on other than a one time basis will be entered into the DMV Pull Notice Program by the District Transportation Department to insure that the District is informed of changes to the employee's driving record.
3. The District Transportation Department will send the driver a copy of the District Driving Rules;
  - a. The driver must read and sign the District Driving Rules acknowledgement and return it to the District Transportation Department prior to final approval which will enable him/her to drive a District vehicle.
4. Driving records (pull notices) will be updated annually. If a driver has been previously approved but no longer meets all of the above minimum standards, the District Transportation Department shall notify the employee's administrator immediately and the

driver will be removed from the approved driver list and shall be prohibited from driving District vehicles until his or her driving record again meets the minimum requirements.

Driving Record Points Standards

Driver's DMV records will be evaluated and "points" assessed as shown below. Employees will not be approved to drive District vehicles if the driving record meets or exceeds the following point count:

- 2 points in the most recent 12 month period;
- 3 points in the most recent 24 month period;
- 4 points in the most recent 36 month period

One point is charged for the following:

- a. unsafe operation of a vehicle;
- b. moving violation;
- c. "at fault" accident. If the driver disputes the fault of an accident it is his or her responsibility to obtain a copy of the traffic accident report or insurance company report for District review and consideration

Two points are charged for any of the following and any violations in this category during the previous five years will prevent the employee from being approved to drive District vehicles:

- a. reckless driving;
- b. hit and run driving (no injury);
- c. driving on the wrong side of the highway;
- d. speed contest or exhibition of speed;
- e. driving under the influence of alcohol and/or any drug

Two points are charged for any of the following and any violations in this category will forever prevent the employee from being approved to drive District vehicles

- f. hit and run driving (with injury)
- g. vehicular manslaughter;
- h. evading a peace officer or resisting citation/arrest (vehicular related)

Adopted: October 13, 2003

Revised: August 6, 2007

**CABRILLO COMMUNITY COLLEGE DISTRICT  
DRIVER INFORMATION FORM for DISTRICT VEHICLES**

Employee: \_\_\_\_\_ DOB: \_\_\_\_\_

Address: \_\_\_\_\_

CA Driver's Lic #: \_\_\_\_\_ Class: \_\_\_\_\_

Restrictions: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Department: \_\_\_\_\_

List Driving Citations/Violations in the Past 36 months: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I declare or certify under penalty of perjury under the laws of the State of California that the foregoing information is complete and correct to the best of my knowledge. I understand the District will obtain and review my driving record from the Department of Motor Vehicles.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval

It is appropriate for this employee to drive the following types of District vehicles:

\_\_\_\_\_

Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**District Transportation Office Use Only**

DMV printout review date: \_\_\_\_\_ "Points": \_\_\_\_\_

**Megan's Law records checked:** \_\_\_\_\_

The employee's application to drive District vehicles is:

\_\_\_\_\_ Approved pending return of signed District Driving Rules

\_\_\_\_\_ District Driving Rules Date Received: \_\_\_\_\_

\_\_\_\_\_ Denied, applicant's supervisor notified : \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

District Transportation Department