

This administrative regulation sets forth the minimum standards and procedures for employees, students, and volunteers to drive their personal vehicles on District business.

**Minimum Standards**

Individuals driving personal vehicles on District business must meet minimum standards prior to authorization to drive on District business or claim mileage reimbursement.

1. Driver must be at least 18 years of age;
2. Driver must have a valid California driver's license in good standing;
  - 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
3. Driver must have liability insurance coverage for at least the minimum amount required by the California Vehicle Code.

**Screening and Approval Process**

1. Those who find it necessary to drive their personal vehicle while conducting District business and meet the minimum standards outlined above should complete the Personal Vehicle Use Form and forward it to their administrator or the Cabrillo administrator sponsoring their activity, together with a photocopy of their driver's license and automobile 'proof of insurance' card
2. The administrator should approve or deny the request as appropriate and retain in a file at the supervisor's administrators location. The administrator should ensure that this information is updated annually.

**Verification and Enforcement**

The District does not verify DMV records for individuals authorized to drive their personal vehicles on District business. It is the responsibility of the driver to insure that he/she meets the standards listed below.

It is the driver's supervisor's responsibility to insure that a copy of the driver's license and proof of insurance are retained by the District.

**Driving Record Points Standards**

Individuals will not be approved to drive personal vehicles on college business if the driving record 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 individual from being approved to drive personal vehicles on district business:

- 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 individual 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  
USE OF PERSONAL VEHICLE for DISTRICT BUSINESS  
DRIVER INFORMATION FORM**

Driver: \_\_\_\_\_ 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 California that the foregoing information is complete and correct to the best of my knowledge. I understand that it is my responsibility to insure that my driving record meets the Districts requirements for driving my personal vehicle on District business.

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

Cabrillo College Administrator Approval

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

This form should be retained at the administrator's location.

Please attach a copy of your driver's license and proof of insurance.