

**Business and Fiscal Affairs  
DRAFT as of 3/22/13**

**AP 6530 DISTRICT VEHICLES**

**Reference:**

Title 13, California Code of Regulations, Division 1, Chapter 1

***NOTE: The following procedures are legally advised.***

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.

Any vehicle that carries ten or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class II 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.

---

**NOTE:** The **red ink** signifies language that is **legally advised** and recommended by the Policy and Procedure Service and their legal counsel. This document was reviewed by Business Services on February 6, 2013 and again on March 22, 2013 by Lorenzo.

---

**Date Approved:**

*(This is a new procedure recommended by the  
Policy and Procedure Service)*