

## NAPA VALLEY COLLEGE TRANSPORTATION PROCEDURE S

### Use of Vehicles for District Business

The governing board has a strong interest in ensuring that employees or volunteers who drive vehicles in the course of district business do so responsibly and accordance with established District procedures. The Risk Manager designee has the responsibility to monitor, evaluate and put into place the procedures designed to manage risks associated with this policy.

The district also has a strong interest in avoiding undue liability risks by curtailing driving privileges of any person whose driving records suggest they presently pose high liability risks. The Risk Manager designee has the responsibility to monitor, evaluate and put into place the procedures designed to manage risks associated with this policy.

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- District employees allowed to drive district owned vehicles are required to complete an Employee Driver Application. District employees are required to complete the Authorization for Release of Information (DMV Form INF 1101).
4. For drivers using their own vehicle, proof of minimum insurance requirements: Bodily Injury \$100,000 each person, \$300,000 each occurrence; Property Damage \$50,000 each occurrence; OR Combined Single Limit \$300,000 each occurrence.
  5. Satisfactorily complete the District drivers training course(s) online and the performance test

### Safe Operation of Vehicles

Drivers are required to observe the following practices while operating a vehicle for business purposes:

1. Drivers must meet the district requirements prior to the use of vehicles.
2. All traffic laws must be obeyed.
3. Driver must be at least age 21 for d





Any employee found to be operating a motor vehicle for district business with an invalid driver's license or an unsafe/unacceptable driving record in accordance with this policy will immediately cease operating the district vehicle and may be subject to disciplinary action