

TRANSPORTATION MANAGEMENT

CJ
(LOCAL)

**Employee and
Student Travel
Arrangements**

College District employees will not transport student(s) in a personal vehicle or in a College District vehicle for College District-sponsored functions without advanced written approval from the appropriate administrator. Travel arrangements for student groups will be made in accordance with administrative regulations.

Driver Requirements

Only College District employees or contracted transportation company drivers of the College District will be authorized as drivers for College District vehicles.

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District or be a contracted transportation company driver of the College District.
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.

Safety Standards

An individual on College District business, whether in a personal vehicle or in a College District-owned or -leased vehicle, will:

1. Adhere to all rules and regulations concerning the proper operation of the vehicle.
2. Abide by all federal, state, and local motor vehicle regulations, laws, and ordinances.
3. Ensure that the number of passengers does not exceed the designed capacity of the vehicle and that all passengers are secured by safety belts, if provided.
4. Not operate a vehicle when the ability of the driver is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue, or injury.
5. Not text on a mobile device while operating a vehicle.

Driver Fatigue

If a driver experiences any signs of fatigue, he or she must take a break or be replaced by another qualified driver. Driving breaks are required at reasonable intervals.