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1.0 Assignment of District Vehicles to Operating Units

- 1.1 Los Rios Community College District vehicles are assigned for authorized purposes to various District locations, including but not limited to American River College, Cosumnes River College, Sacramento City College, Folsom Lake College, Facilities Management, and District offices.
- 1.2 Vehicles shall be secured when not in use.
- 1.3 Employees using District vehicles must meet qualifications as outlined in these regulations.
- 1.4 Vehicles to be used almost exclusively by specific employees are assigned for administrative purposes to an operating unit.

2.0 Responsibility for District Vehicles

- 2.1 The responsibility for vehicles that are the property of the District is delegated to the College/location to which the vehicles are assigned. At the College level, the Vice President of Administration is responsible for safeguarding the vehicles. The Vice President of Administration may coordinate the vehicle program with the police department. Responsibilities for vehicles at Facilities Management and the District Office lie with the Associate Vice Chancellor of Facilities Management and the Director of General Services, respectively. The Chief of Police is responsible for vehicles assigned to Police Services. For purposes of this regulation, they shall be classified as Vehicle Managers. Such responsibility includes but is not limited to the following:
 - 2.1.1 Handling the keys.
 - 2.1.2 Controlling gas credit cards.
 - 2.1.3 Scheduling vehicles.
 - 2.1.4 Obtaining proof of driver's license status and verifying driver is authorized to drive a district vehicle.
 - 2.1.5 Verifying proper insurance coverage for employees and volunteers using their own vehicles for District business.
- 2.2 Facilities Management handles all the maintenance, scheduled service and inspections of the vehicles. Daily inspection of the vehicles is the responsibility of the location the vehicle is assigned to.

3.0 Authorized Drivers of District Vehicles

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- 3.1 An authorized driver is one who has cleared the DMV Pull Program, completed the DMV form titled "DMV Driver Record Release" and completed an approved driver training course. Only authorized drivers can drive District vehicles.
- 3.1.1 Only authorized Los Rios faculty, staff, students, and volunteers may drive District vehicles. All drivers must be at least 18 years of age.
- Please note: Non-employees (students and volunteers) are not enrolled in the DMV Pull Notice Program, but their DMV driver record is pulled and reviewed when necessary.
- 3.1.2 Each new employee with a driver's license requirement in their job description processed in Human Resources shall complete the DMV Form titled "DMV Driver Record Release" and the form shall be forwarded to General Services to enroll the new employee in the DMV Pull Program.
- 3.1.3 For all other potential drivers, it is the responsibility of each Vehicle Manager to have the potential driver complete the DMV form titled "DMV Driver Record Release" and submit the form to General Services to enroll the new driver in the DMV Pull Program.
- 3.1.4 Prior to granting use of district vehicles, the driver's age must be verified (drivers must be at least 18 years old), and the driver must be AUTHORIZED as outlined in 3.1.
- 3.1.5 All notices from the DMV Pull Program regarding a driver's motor vehicle record shall be reviewed. If more than two (2) points have accumulated on the driver's record within the last twelve (12) months, or if the record shows more than 3 points, the driver will not be authorized to drive District vehicles (owned, rented or leased) or privately owned vehicles for any activities associated with the District. A driver who has been previously authorized will have such authorization revoked based upon the above criteria.
- 3.1.6 It is the discretion of the Vehicle Manager at each location to deny employees and non-employees permission to drive District vehicles based on their driver record or other concerning events even when they are within the allowable points.
- 3.1.7 All drivers (regular, occasional, and assigned) must complete an approved safe driving course prior to driving a District vehicle and at least every three (3) years thereafter.
- 3.1.8 Through the DMV Pull Program, the DMV notifies the District when drivers are convicted of motor vehicle violations and when action is taken against a driver's license or special certificate. All drivers are a part of this system and their names are on file with the DMV.

- 3.1.9 Under the California Vehicle Code, there are criminal penalties for employing or continuing to employ a driver who has had a disqualifying action taken against his or her license or certificate. Individuals considered by the District to have a poor driving record, or considered "negligent" by the DMV, cannot function as drivers or be allowed to use District vehicles or their own vehicles for District business.
- 3.1.10 General Services shall be informed by the Vehicle Manager or designee at each location of the names of employees, students, and volunteers to be added or deleted from the System.
- 3.1.11 General Services shall be informed by Human Resources of all those permanent employees that should be deleted from the System upon the employee's retirement, resignation, or reassignment to a position that does not require use of District vehicles.

3.2 Drivers Defined

- 3.2.1 Occasional drivers are persons, whether employees, students or volunteers, who need a vehicle to go to an off-campus meeting, seminar, or event or from time to time to conduct District related business.
- 3.2.2 Regular drivers are defined as Campus Police/, Duplicating, Maintenance, Delivery, Bus, Cart, or Custodial drivers, or any employee whose job requires use of a vehicle on a daily or consistently scheduled basis. The Vehicle Manager will have the responsibility to determine whether an employee will be considered a regular driver or an occasional driver.
- 3.2.3 Assigned drivers are authorized drivers (occasional or regular) for trips longer than two hundred (**200**) miles (one way) or twelve (12) hours duration.

3.3 Occasional Drivers of District Vehicles

- 3.3.1 A Class C California driver's license is needed to drive any two-axle vehicle weighing less than 26,001 pounds (except for motorcycles, fifteen (15) passenger vans and buses). A three-axle vehicle weighing less than 6,000 pounds fully loaded may be operated with a Class C license.

3.4 Regular Drivers

A District vehicle may be assigned to an employee on a regular basis for the conduct of routine District business when in the judgment of the Vehicle Manager, the nature of the employee's duties requires the constant use of such a vehicle. Situations under which such authorization may be given generally involve one or more of the following:

- 3.4.1 Provision of emergency service to the District.

3.4.2 When it is determined that such assignment will result in a more efficient and economical use of a District vehicle.

3.4.3 An employee whose normal duties require travel in excess of five hundred (500) miles per month may be assigned a vehicle during normal working hours.

3.5 Bus Drivers and Drivers of Vehicles Carrying 10 - 15 Passengers

3.5.1 The following qualifications are necessary to operate a District bus and passenger van:

3.5.1.1 Be an employee of the District and at least 18 years of age.

3.5.1.2 Possess a Class B California driver's license with the Passenger endorsement.

3.5.1.3 Possess a current Medical Certificate approved by the DMV.

3.5.1.4 Bus Drivers must obtain approval from the Associate Vice Chancellor of Facilities Management or designated representative.

3.5.2 A copy of a current driver's license and Medical Certificate for Class B drivers and bus drivers shall be maintained with the appropriate designee. New copies are to be obtained upon expiration.

3.6 Assigned Drivers

3.6.1 Assigned drivers will be approved by the Vehicle Manager.

3.6.2 Assigned drivers will not participate in the event or activity. The role of the assigned driver is to drive and be responsible for the vehicle. (Procedures and conditions for an exemption to allow the assigned driver to participate in the event or activity can be found under section 6.3.2 of this regulation.)

4.0 Vehicle Requests by Occasional and Assigned Drivers

4.1 An employee may reserve and use a District vehicle to conduct District business when a vehicle reservation is accepted by the Vehicle Manager. The following is needed:

4.1.1 Driver's name, which must be on the authorized drivers list.

4.1.2 Driver(s) must show license when checking out the vehicle to confirm driver is at least 18 yrs. old and the license is valid.

4.1.3 Department.

4.1.4 Departure time.

- 4.1.5 Return time.
 - 4.1.6 Number of passengers.
 - 4.1.7 Destination, to include the number of travel hours and estimated miles.
 - 4.1.8 Assigned driver's name and written request for an exemption to allow assigned driver(s) to participate in the event or field trip per section 6.3.2 of this regulation--as appropriate.
 - 4.1.9 Phone number of the person making the request.
 - 4.1.10 Purpose of the activity or trip.
- 4.2 Requests for vehicles must be submitted in accordance with each location's procedures. Submission of a request does not guarantee the use of a vehicle since requests will be granted on a vehicle availability basis and if the driver is on the authorized drivers list.
- 4.3 The Vehicle Manager at the college/location will ensure that each person using a vehicle is made aware of District regulations and rules.

5.0 Picking Up Vehicles

- 5.1 The Vehicle Manager will give the approved driver the vehicle keys, travel log, and Pre Trip and Post Trip Vehicle Use Inspection Forms. **Pre-Trip and Post-Trip Vehicle Use Inspection Forms.**
- 5.2 Keys will be given only to the approved driver.
- 5.3 If a driver needs the vehicle before regular hours, she or he must pick up the keys (Monday through Friday) the day before the reservation.

6.0 Vehicle Use and Assignment

- 6.1 Approved drivers are responsible for the proper care of District vehicles and must adhere to established District regulations. **The Pre-Trip and Post-Trip Vehicle Use Inspection Forms must be completed for each trip.** Use of a vehicle requires returning the vehicle to the College/location immediately after the authorized use.
- 6.2 Only in special circumstances may a vehicle be taken home overnight and only with prior approval from the Vehicle Manager.
- 6.3 A District vehicle may be utilized for curriculum related transportation or field trips.
 - 6.3.1 The use of District vehicles for this purpose is allowed only if the proposed travel request is in accordance with the educational objectives of the college division, and the course of study, when a course is involved.

- 6.3.2 Curriculum related uses that are longer than two hundred (200) miles (one way) or have a duration of more than twelve (12) hours, must have an authorized assigned driver. However, there may be some events or field trips where it is not practical to appoint an assigned driver that can not participate in the event or field trip activities. The following conditions must be met to obtain an exemption that allows the assigned drivers to also participate in the event or field trip:
- 6.3.2.1 A written request for an exemption from the instructor must be submitted to the Vehicle Manager and approved by the Vice President of Administration or his/her designee. The request must detail the justification for the exemption, (i.e., why the assigned drivers should be allowed to drive and participate in the event or field trip), and provide reasonable assurances and protocols to ensure that assigned drivers remain fresh and alert during the trip. This may be accomplished by having two or more assigned drivers per vehicle.
 - 6.3.2.2 Assigned drivers must adhere to standard District requirements of clearing the DMV Pull Program, completing the DMV Driver Record Release form, and completing an approved driver training course.
 - 6.3.2.3 Assigned drivers will be limited to no more than four hours of driving each day, and no more than two hours of continuous driving--without a change of assigned driver or a fifteen (15) minute break. Driving between 12:00 midnight and 6:00 a.m. is prohibited without prior approval of the Vice President of Administration.
 - 6.3.2.4 Assigned drivers will be reimbursed for their lodging and meal expenses under standard District per diem rates as costs of the trip.

7.0 Vehicle Malfunction

- 7.1 When returning a vehicle that has malfunctioned, the driver should use **the Post-Trip Vehicle Use Inspection Form to describe** the problem and place it with the Travel Log to be returned to the Vehicle Manager. Upon receiving the **Post-Trip Vehicle Use Inspection Form**, the Vehicle Manager will notify Facilities Management of the reported problem.
- 7.1.1 If the vehicle's malfunction is minor and not a safety hazard but it cannot be serviced before it is taken out again, a note or copy of the report should be left in a conspicuous spot in the vehicle to warn the next driver of any problems in the vehicle's performance.
 - 7.1.2 If the malfunction is a safety hazard, place an "Out of Service, Safety Problem" sign on the steering wheel with a note or copy of the **Post-Trip Vehicle Use Inspection Form**

- 7.1.3 Performance reports and out-of-service signs are maintained in the glove compartment.
- 7.2 If a malfunction occurs during the vehicle use and the vehicle becomes inoperable, the driver can receive assistance by calling the Facilities Management at (916) 856-3400. Should a malfunction occur after hours or on the weekend, help can be received by calling the Los Rios Police Department (558-2221).
 - 7.2.1 Emergency repairs including flat tires up to five hundred dollars (\$500) are pre-authorized. Repairs above five hundred dollars (\$500) must receive authorization from the appropriate Vehicle Manager whenever possible.
- 7.3 Vehicles are not to be abandoned.
 - 7.3.1 If a vehicle must be left unattended, the driver is responsible for ensuring that the vehicle is left in a safe location, preferably a service station. Information as to location and condition of the vehicle must be given to the Vehicle Manager immediately. If unable to contact the Vehicle Manager, the driver shall call the Los Rios Police Department (558-2365) with the information.

8.0 Key and Travel Log Return

- 8.1 If the vehicle is returned after business hours, the driver should park the vehicle in the same area it was picked up.
 - 8.1.1 Keys, credit cards, credit card receipts, and **Pre-Trip and Post-Trip Vehicle Use Inspection Forms** should be returned to the appropriate office at the conclusion of use.
 - 8.1.2 The driver is to record the travel information on the Monthly Travel Log and the trip mileage on the **Pre-Trip and Post-Trip Vehicle Use Inspection Form**, noting any vehicle problems.
- 8.2 Vehicles are to be returned on time to meet the time lines for the next scheduled use.
 - 8.2.1 On occasions when the vehicle is not scheduled to be returned until after regular hours and is scheduled for use before regular hours the following day, the Vehicle Manager or designee will issue a second set of keys and **Pre-Trip and Post-Trip Vehicle Use Inspection Forms** to the second driver of the vehicle.
- 8.3 The Vehicle Manager will maintain the Monthly Travel Log by making certain each trip's beginning mileage figure matches the ending mileage figure from the previous trip.
 - 8.3.1 The Vehicle Manager will take odometer readings or recheck Travel Logs as necessary to resolve discrepancies.

8.3.2 Mileage for service or maintenance will be indicated on the Monthly Travel Log as "service."

9.0 Inappropriate Use of District Vehicles

9.1 Examples of inappropriate use of District vehicles follow:

- 9.1.1 Driving a District vehicle without authorization.
- 9.1.2 Driving without a valid California operator's license of the appropriate class for the type of vehicle being driven.
- 9.1.3 Permitting a person who is not an authorized employee or authorized Student or volunteer to drive a District vehicle.
- 9.1.4 Noncompliance with traffic/motor vehicle laws and regulations.
- 9.1.5 Unsafe practices, including failure to use seat belts, being under the influence of alcohol, illegal drugs, or prescription drugs that may hinder driving abilities, etc.
- 9.1.6 Falsification of travel logs, travel authorizations, or other forms relative to the use of the vehicle.
- 9.1.7 Picking up hitchhikers.
- 9.1.8 Not returning a vehicle in a clean and neat state.
- 9.1.9 Transporting items that may cause damage in the vehicle.
- 9.1.10 Allowing a passenger that is not an official participant of the trip or event.
- 9.1.11 Driving a District/College owned, rented or leased vehicle while using an electronic handheld device (see Section 15).
- 9.1.12 Driving between the hours of 12:00 midnight and 6:00 a.m. is prohibited without prior approval of the Vice President of Administration.

9.2 Inappropriate District vehicle use can result in employees being liable for damages and disciplinary action. Drivers are responsible for traffic citations (including illegal parking fines) incurred while in control of the vehicle.

9.3 The driver shall use and ensure that all passengers use seat belts and/or shoulder harnesses when the vehicle is in operation.

9.4 All drivers are responsible for safeguarding the vehicle and must follow District regulations. Failure to adhere to District regulations will result in non-use of District vehicles, and/or other disciplinary action.

10.0 Vehicle Accident, Citations and Insurance

- 10.1 The driver shall submit a full statement of facts concerning every accident or citation (ticket) within twenty-four (24) hours to the Vehicle Manager. A Los Rios police report shall be filed if the accident occurs on campus.
- 10.1.1 The driver is responsible for submitting a detailed description of the accident or ticket and damage to the vehicle.
 - 10.1.2 Proper information is to be exchanged at the scene of the accident, to include name, phone number, license number, insurance carrier and employer of persons involved.
 - 10.1.3 The Vehicle Manager shall review the accident report and submit a summation to Risk Management.
 - 10.1.4 Drivers involved in an accident (regardless of fault), are required to participate in an approved driver training course.
- 10.2 Damage to District vehicles is covered under the District's self-insurance fund.
- 10.2.1 The District will cover any damages or related costs to vehicles, including towing charges, resulting from an accident, less the deductible to be paid by the College/location.
 - 10.2.2 If damages are covered by third party, and recovery is not received, the College/location is responsible for the amount of the deductible.
- 10.3 In exceptional cases where the damage is judged to be due to an employee's or student's misuse or careless operation of a vehicle, the employee or student may be required to reimburse the District for all or part of the cost of repairs.
- 10.3.1 It is the responsibility of the District Risk Manager to determine whether misuse occurred and to collect reimbursement in these exceptional cases.
- 10.4 Employees authorized for use of District vehicles are covered under the District's property and liability insurance policies.
- 11.0 Employee Use of Own Vehicles
- 11.1 An employee may be authorized to use a privately owned vehicle in the conduct of authorized District business. Employees that use their own cars for District business attest to having the legal minimum insurance required by law when they sign the Travel Authorization and Reimbursement Claim.
 - 11.2 Minimum insurance coverage is currently defined as:
 - 11.2.1 Public Liability Insurance with minimum limits of: fifteen thousand dollars (\$15,000) for personal injury or death of one or more person; thirty thousand dollars (\$30,000) for injury to or death of two (2) or more persons in one accident; five thousand dollars (\$5,000) property damage.

- 11.2.2 It is recommended that employees carry limits of at least one hundred thousand dollars (\$100,000) for personal injury or death of one or more person; two hundred thousand dollars (\$200,000) for injury or death of two or more persons in one accident; twenty five thousand dollars (\$25,000) property damage.
- 11.2.3 Vehicle Managers will verify proper insurance coverage for employees and volunteers using their own vehicles for company business.
- 11.3 Mileage reimbursement for the use of a privately-owned vehicle is based on the rate established by the Internal Revenue Code. Aside from mileage reimbursement, the District assumes no costs that may be incurred as a result of the use of such privately-owned vehicles. The District Office Business Services Department will establish the effective date of any changes in the reimbursement rate.
- 11.4 Authorization for use of a privately-owned vehicle does not include mileage use that is necessary for an employee to get from his/her residence to their assigned work place.
- 11.4.1 For mileage calculations, the distance traveled is calculated using the employee's assigned work place as the origination and return point. Standard distances have been established for use in claiming inter-district travel.
- 11.4.2 If the employee is being paid for work that is not a part of that employee's regular assignment, the employee will not be reimbursed for mileage to get to and from the place of work associated with this additional assignment, except as noted in 11.4.4.
- 11.4.3 The employee having an assignment requiring that part of his/her regular duties be performed at a location away from his/her principal place of work is expected to use a District vehicle whenever possible and can receive mileage reimbursement only when no District vehicle is available.
- 11.4.4 When it is necessary to employ a person with special skills to work in an additional or special assignment at an off-campus location and where such person cannot be employed from within a residence area not to exceed five (5) miles by car from the off-campus location via the shortest route, then the person employed to work at the off-campus location can receive mileage reimbursement as if employed to perform regular contract duties described in 11.4.3 above.

12.0 Vehicle Maintenance

- 12.1 In California, certain vehicles are regarded as particularly "sensitive" types in the sense that they are subject to more stringent maintenance regulations. Every motor carrier (Los Rios) operating any vehicle described in Section 34500 of Highway Patrol Guide 84.6 shall, as part of the systematic inspection, maintenance and lubrication service required of all motor carriers, require the vehicle or vehicles for

which it is responsible to be inspected at least every ninety (90) days, or more often if necessary to insure safe operation such as continuous operation in mountainous areas.

12.2 This inspection shall include, but not be limited to all of the following:

12.2.1 Brake adjustment.

12.2.2 Brake system components and leaks.

12.2.3 Steering and suspension systems.

12.2.4 Tires and wheels.

12.2.5 Vehicle connecting devices.

12.3 No vehicle subject to this section shall be operated on the highway other than to a place of repair until all defects listed during the inspection have been corrected and attested to by the signature of the motor carrier's authorized representative. For the District, the authorized representative is the Transportation Supervisor.

13.0 Assignment of Utility Vehicles (carts) to Operating Units

13.1 Utility vehicles are assigned for authorized purposes to various District locations.

13.2 Utility vehicles are powered by electric motors or internal combustion engines.

13.3 Drivers shall meet qualifications as outlined in these regulations.

13.4 Responsibility for Utility Vehicles

13.4.1 The responsibility for vehicles that are the property of Los Rios Community College District is delegated to the College/location to which the vehicles are assigned. At the college level, the Vice President of Administration is responsible for safeguarding the vehicles. Responsibilities for vehicles at Facilities Management and the District Office lie with the Associate Vice Chancellor of Facilities Management and the Director of General Services, respectively. The Chief of Police Services is responsible for vehicles assigned to Police Services. For purposes of this regulation, they shall be classified as Vehicle Managers. Such responsibility includes but is not limited to the following.

13.4.2 It is the responsibility of Police Services, supervisors, and Vehicle Managers to enforce these Regulations and Operating Policy & Procedures.

13.5 Qualifications to be an Authorized Driver of Utility Vehicles

13.5.1 Only authorized District faculty, staff, students and volunteers may drive utility vehicles.

13.5.2 An authorized driver of any powered industrial equipment, including utility vehicles must be at least 18 years old, complete an approved training class, and have an approved driver record. All drivers must complete a "DMV Driver Record Release" form. Employees are enrolled in the DMV Pull Notice Program and the District pulls the driver record of non-employees for review.

13.5.3 It is the discretion of the Vehicle Manager at each location to deny employees and non-employees utility vehicle driving privileges.

13.6 Training

13.6.1 Both Federal OSHA and Cal OSHA require operators of powered industrial trucks (to include utility vehicles) to be trained.

13.6.2 All operators must be trained in the safe operation of all campus utility vehicles prior to first use. Campus vehicles include all electric and engine powered utility vehicles operated on District property. This includes golf carts.

13.6.3 All training records shall be forwarded to General Services.

13.7 Disciplinary action shall result in any violations of campus vehicle policy and procedures to include the loss of vehicle operating privileges.

13.8 Maintenance of Utility Vehicles

13.8.1 Vehicles and battery charging station should be in good working condition.

13.8.2 Visual inspection shall be completed before operating the cart.

13.8.3 Report all maintenance issues for the utility vehicles or battery charging station to the Vehicle Manager or designee.

13.9 Accidents/Damages

13.9.1 All utility vehicles involved in any mishaps and or accidents shall be reported to Police Services immediately.

13.9.2 Damages to the cart must be reported immediately to the Vehicle Manager or designee.

14.0 Power Industrial Truck Drivers

14.1 Due to the specialized nature of Power Industrial Trucks, training requirements and driver qualifications, all employees who drive power industrial trucks will be enrolled in the DMV Pull Notice Program. An employee's driver record is an

indicator of their responsible operation of a motor vehicle by virtue of their historic driving record.

14.1.1 Power Industrial Trucks are generally defined as industrial trucks to include the following: forklifts, industrial tractors, platform lift trucks, scissor lifts, hi/lo lifts, bobcat, motorized hand pallet jacks, walkies, utility vehicles (golf carts), and other specialized industrial trucks powered by electric or internal combustion engines.

14.2 All drivers must be over the age of 18, have a valid license, and be within the allowable points as noted in 3.1.5.

14.2.1 The Vehicle Manager has the authority to deny/suspend an employee from driving a Power Industrial Truck.

14.2.2 Students and volunteers are prohibited from driving Power Industrial Trucks.

14.2.2.1 An exception to 14.2.2 is allowed when students, as a part of their curriculum, may be required to operate Powered Industrial Trucks. The students must have on file with the District a signed liability waiver. If a student is under 18 years of age, the waiver must be signed by a parent or guardian. Each student must complete a Student DMV Driver Record Release so the District can obtain a copy of the student's driver record for review prior to the operation of any Power Industrial Trucks. The authorization forms shall be sent through the Vehicle Manager or designee to General Services.

14.2.2.2 At the end of each semester, all students noted as driving a Power Industrial Truck for educational purposes, will no longer be authorized. The faculty member may submit a request through the Vehicle Manager/designee to have the student re-activated should that student need the authorization for another class.

15.0 Use of Electronic Handheld Devices (i.e. Cell Phones, PDAs, etc.)

15.1 This section is intended to apply to all electronic handheld devices. These devices shall not be used while operating vehicles owned, rented or leased by the District/College. When engaged in these pursuits, safety is paramount before all other concerns.

15.2 Definitions

15.2.1 An electronic handheld device includes, but is not limited to, a cellular telephone, a Personal Data Assistant, a portable music player (iPod, mp3 player, CD player), and/or two-way radios.

15.2.2 “Use” means the utilization of an electronic handheld device in any manner and includes, but is not limited to, the placing or receiving of telephone calls (with or without hands free technology), the composing, editing, reviewing, reading and sending of text messages or emails, the creating, editing or review of calendars or contact information, the use of GPS functions, accessing and reviewing internet websites and listening to the device using earphones.

15.3 Use of Electronic Handheld Devices Prohibited. All operators of vehicles owned, rented or leased by the District/College shall not use electronic handheld devices while operating that vehicle.

15.4 Use of Electronic Handheld Devices Permitted:

15.4.1 To use any electronic handheld device while operating a vehicle owned, rented or leased by the District/College, whether in slow or stopped traffic, operators are required to do the following:

15.4.1.1 When driving on city streets, an operator must pull off to the side of the road or street and safely stop the vehicle before using the electronic handheld device.

15.4.1.2 When driving on a freeway or highway, an operator must safely exit the freeway or highway, locate a safe spot, and safely stop the vehicle before using electronic handheld devices. Operators shall NOT pull off and stop on the shoulder of the freeway or highway.

15.5 Exception

15.5.1 This regulation shall not apply to District police officers in the conduct of their official duties.

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