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**Allan Hancock Joint Community College District  
Board Policy  
Chapter 6 – Business and Fiscal Affairs**

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**BP 6530 DISTRICT VEHICLES****Transportation of Students on College-Sponsored Activities**

Travel by District-owned automotive equipment will be submitted for approval to a manager designated by the Superintendent/President. Requests will be submitted at least two weeks in advance of the date of the proposed trip on the District Travel Request form and will include account code to be charged.

District-owned or chartered vehicles will be used for field trips, athletic trips, and other activity trips where attendance of students is required. All chartered or rental vehicles will be scheduled by the department utilizing the service.

All trips involving students on District-owned or chartered automotive equipment will be supervised by a staff member in each vehicle, when practical. In all cases, a staff member will be in charge of the activity.

**Employees use and driving of District owned or rented vehicles**

Employees required to drive a District-owned or rented vehicle must maintain a valid driver's license. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Also see BP/AP 4300 titled Field Trips and Excursions

References: Insurance Code Section 11580.1(b);  
Title 13, California Code of Regulations, Division 1, Chapter 1

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**Adopted: 8/16/94**

**Revised: 7/9/19**

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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 6 – Business and Fiscal Affairs

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## **AP 6530 VEHICLE ACCIDENT REPORTS**

In case of an accident involving a district-owned vehicle, the following procedure will be used:

- If there are injuries call 911 or ext. 3911 in Santa Maria, or ext. 5911 in Lompoc.
- Admit no liability or fault.
- Exchange the names, address, telephone number, driver's license number of other parties concerned.
- Obtain vehicle identification number and license plate number of any other vehicle involved.
- Provide your name, driver's license number, and telephone number.
- Take photos of all property involved.
- State that the car is owned by the Allan Hancock College District, whose address is 800 South College Drive, Santa Maria, California.
- Complete automobile loss reports and submit them to the Administrative Services Office as soon as possible.
- If an accident occurs get in touch with a manager immediately.
- For more information refer to the Accident Report Form that is placed in the vehicles glove compartment.

References: California Public Contract Code Section 10326.1.

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**Approved: No date**  
**Revised: 5/14/19**  
**Revised: 10/13/20**