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**District Vehicle Driver Authorization Procedure**

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Date:   Monday December 17, 2012

To:     All Riverside Community College District College Presidents, College Vice Presidents, and College Deans

From:  Michael W. Simmons, Director, Risk Management
        Riverside Community College District

**Re:     <u>District Vehicle Driver Authorization Procedure</u>**

The Risk Management Department recently revised the procedure to obtain driver authorization to operate district vehicles.  This new procedure is intended to simplify the request process while developing a comprehensive log of authorized drivers to help avoid the need for redundant requests.  In addition, the new procedure will include a direct partnership with the California Department of Motor Vehicles Employer PULL Program to provide the district with regular status reports and alerts for all participants in the program.

This new procedure is **not** subject to grace periods or grandfathering of currently authorized drivers.  Because this is a new program, we will need to reauthorize <u>all</u> drivers requiring the use of a district vehicle.  All current driver authorizations will expire on **Friday January 11, 2013**.

District vehicles are defined as follows:

*All district vehicles to include cars, trucks, vans, golf carts, riding mowers, segways, service carts, or **any** other motor-powered vehicle.  This requirement also includes any vehicle rented, leased, or borrowed on behalf of the district or the colleges.*

**STEP 1:**    <u>Identify any driver that will need access to a district vehicle as described above.</u>
        The selected driver is required to obtain authorization from the Risk Management Department on or before **Friday December 21, 2012** to ensure eligibility can be determined prior to the expiration date of January 11, 2013.

**STEP 2:**    <u>Have each prospective driver access the link to the Risk Management Intranet site here:</u>

        http://intranet.rccd.net/departments/administrative/district/admin-finance/adminService/Pages/DVP.aspx

**STEP 3:**    There are two forms on the web page (see attachments).  The **(1) EMPLOYER PULL NOTICE PROGRAM RELEASE OF DRIVER RECORD INFORMATION** form gives the district authorization to add the prospective driver to the EPN Program with the DMV.  The **(2) DISTRICT VEHICLE**

**DRIVER AUTHORIZATION REQUEST FORM** will be utilized to request the actual driving record from the DMV to validate the driver's eligibility to operate district vehicles.

**BOTH** forms must be completed by the driver.  **(1)** The driver is required to print, complete, sign, and either scan/e-mail or fax their request to the Risk Management Department.  **(2)** The driver is also required to scan/e-mail or fax a legible copy of their **driver's license** to the Risk Management Department.

The contact information is as follows:

**Scan/Email** Option:   Monica.Esqueda@rccd.edu

**Fax** Option:                   (951) 328-3502

All drivers submitting a driver authorization request form will be added to the Driver Authorization Log (DAL) and the determination of their eligibility to operate district vehicles will be communicated to both the driver and the supervisor.  Additionally, the Driver Authorization Log will be posted on the Risk Management Intranet site and updated every month to afford all district personnel a current method of validating driver eligibility prior to events. Denied eligibility requests will not be included on the DAL.  Effective **January 12, 2013**, **any** prospective driver not listed on the most current DAL will be required to submit the forms detailed in steps 1 through 3 above.

Should you have any questions about this procedure, please contact the Risk Management Department at ext. 8127 or 8128.

ME/mws

Attachments

# Riverside Community College District
## District Vehicle Driver Authorization Request Form (revised December 2012)

**PLEASE READ THESE INSTRUCTIONS:**

A Request to Drive District Vehicles should be received **10 work days** prior to the date of the trip.

If the date of the trip is less than 10 days away, the form must be hand delivered to Risk Management **at least 3 days prior to your trip.**

1. Complete this form and obtain signature from proposed driver
2. Include a copy of driver's CDL
3. Fax, E-Mail, or hand-deliver to Risk Management Office located on the Riverside Campus – College House.

**For insurance purposes, anyone under the age of 18 will not be approved to drive district vehicles.**

To:     **Risk Management Office**

    **E-Mail**: Monica.Esqueda@RCCD.edu          **Fax:**     (951) 328-3502

The following employee/student/Volunteer will be driving district vehicles and requires a DMV Check.

| **CHECK ONE:** | ☐ **STUDENT** | ☐ **EMPLOYEE** | ☐ **VOLUNTEER** |
| --- | --- | --- | --- |

| | |
| --- | --- |
| Date of Trip | Organization/Department |
| Drivers' Name | Driver's Date of Birth |
| Current Address | Telephone Number/Extension |
| | Driver's License Number, Class and State Issued |
| I am a student, currently enrolled in _____ Units at RCC. | Student/Employee Number |

I certify that the above information is true and correct.  I also authorize Riverside Community College District to request a DMV report for insurance purposes.

| | |
| --- | --- |
| Driver's Signature | Date |
| Advisor/Instructor/Staff Name (please print) | Advisor/Instructor/Staff Signature          Date |
| Requestor/Department and Supervisor Name | Date |

**Total occupants for RCCD vans cannot exceed ten (10) persons, including the driver, otherwise a commercial, Class B license is required.**

**FOR RISK MANAGEMENT USE ONLY**

**To:**     Requesting Driver / Supervisor
**From:**  Risk Management Department

The above-listed person     **is** ☐     **is not** ☐     authorized to drive an RCCD vehicle.