



Administrative Procedure 6850 Transportation

Motor Vehicle Report

Employees, students or volunteers using either District or private vehicles for District business must be properly insured and licensed. Simply having a valid drivers license should not automatically qualify an employee, student or volunteer to operate a motor vehicle. In addition to a valid driver's license, all employees, students, or volunteers who operate any vehicle on behalf of the District are required to obtain and provide a Motor Vehicle Report (MVR) to the District. This report can be obtained through the California State Department of Motor Vehicles. An MVR that is acceptable to the District should be a condition of employment and remain a condition of continued employment.

The District has selected the Department of Motor Vehicle's Employer Notification Program, the "Pull Notice", as the method for evaluating MVR's against set criteria. MVR's are reviewed to verify driver acceptability.

Physical Examination

An essential function of employees, students or volunteers whose duties require the operation of District vehicles is the ability to operate the vehicle or equipment safely. The operation of District vehicles by employees, students or volunteers is contingent upon the successful completion of a physical examination. The results of the physical examination will be used to evaluate the applicant's physical/mental ability to perform functions related to the safe operation of District vehicles or equipment.

Furthermore, employees, students or volunteers whose duties require the operation of District vehicles or equipment may be required to undergo fitness for duty examinations under certain circumstances, such as when there are legitimate concerns about an employee's ability to perform the essential function safely or after an accident, near miss incident, or upon review of the employee's driving record (MVR).

Road Testing

For employees, students or volunteers whose duties require a Class A or Class B license should pass a road test given by a qualified supervisor to ensure they are familiar with the safe operation of the vehicle and/or equipment.

All employees, students or volunteers whose job duties require the transportation of students, even if they possess a Class C drivers license, should pass a road test given by a qualified supervisor to ensure that they are familiar with the safe operation of the vehicle and/or equipment.

Board approval date: 10/23/01