

**PALO ALTO COLLEGE
COLLEGE PROCEDURES**

Procedure Number: S 15.1
Procedure Title: Vehicle Driving Procedure
Relevant Board Policy: [C.1.6.4 Transportation Management \(Procedure\)](#)
[C.1.6 Enterprise Risk Management \(Policy\)](#)
Originating Unit: Office of the President
Maintenance Unit: Office of the President

I. Purpose: The following procedure is in accordance with procedure C. 1.6.4 and pertains to any driver using a District Vehicle (District Vehicle: Any licensed vehicle used for District business whether owned, leased or rented by Alamo Colleges) while on District related business or District related activities. These guidelines also apply to the department and individual responsible for maintaining the vehicle. All student groups with approved and signed authorized forms can utilize the van but there will be no student drivers.

II. Procedure Statement:

A. Vehicle Driving Guidelines

1. All drivers must be on the District's "Approved Drivers List
2. The District Approved Drivers List is located on the Risk Management Web Page.
3. To become an approved driver see our district Risk Management Technician.
4. Risk Management Technician will submit the employee's name to the Motor Vehicle Records Service to obtain the Texas driver record.
5. The driving record of the potential driver will determine whether the individual is approved or rejected as an Alamo Colleges driver.

B. All drivers must have completed Defensive Driving through our Risk Management Technician before driving a vehicle on District related business or District related activities.

1. The Defensive Driving provides help in understanding the differences between vans and autos in their handling. In addition, Defensive Driving can reduce the frequency and severity of accidents thus protecting YOU the driver, students, and other District employees.
2. To schedule training contact the Risk Management Technician

C. Seatbelts are mandatory for all vehicle occupants including the driver. The driver will not shift into "drive" until all occupants are wearing their seatbelts.

D. No more than 10 occupants per vehicle (including the driver.) No overloading the vehicle. The driver will not operate a vehicle with luggage or other items placed above the bottom of any window frame in the vehicle. All luggage will

be stored in the rear luggage area. No luggage will be placed in the passenger or driver's area. No luggage will be placed on the roof of the vehicle. The driver will not operate an overload vehicle.

- E. No driving faster than the posted speed limit.
- F. No smoking allowed in district owned, rented, leased or borrowed vehicle.
- G. In the event of an automobile accident the driver should call the appropriate authorities and fill out the police report and report any damages to vehicle. The VPSS and Director of Student Life should be contacted immediately to document the incident. Upon return the report should be submitted to the Office of Student Life and Enterprise Risk Management to submit for the insurance claim.
- H. Insurance will be provided through the Alamo Colleges and all documents will be stored in the Office of Student Life and copies will be stored in the vehicle's glove compartment. The Office of Student Life will be responsible for the insurance policy.
- I. There will be a \$1000.00 deductible applied to the agency or departments account in the event of an accident. Each accident will incur the \$1000.00 deductible.
- J. Completion of Vehicle Safety Forms. These forms have been developed for the convenience of our drivers. Palo Alto College may wish to add to the form to meet their individual needs.
- K. The "Vehicle Check out Form" must be completed each time the vehicle is checked out and before it is driven.
- L. The employee from the department responsible for the maintenance of the vehicle (not the department releasing the keys to the driver) must read the instructions on the back of the "Vehicle Check out Form," complete the form, and sign the bottom of the form before releasing the vehicle.
- M. The "Vehicle Maintenance Log" was developed for preventative maintenance on the vehicle.
- N. The department and individual responsible for the campus vehicles will also be responsible for maintaining a folder for the "Vehicle Check out Form," and the "Vehicle Maintenance Log". All forms will be stored for two years in the responsible department's office.

Issued: July 19, 2016

Approved: (signed: Dr. Mike Flores)
President

Date Approved: July 26, 2016

VEHICLE MAINTENANCE LOG INSTRUCTIONS

Exhibit A

VEHICLE CHECK OUT FORM INSTRUCTIONS

This Vehicle Check Out Form has been developed for the convenience of our drivers.

The department and individual responsible for the campus vehicles will also be responsible for maintaining a folder for both the "Vehicle Check Out Form", "Pre-trip Safety Check List" and the "Vehicle Maintenance Log" (or equivalent) in their respective office.

INSTRUCTIONS:

1. Vehicle #: This is the number commonly referred to as the "decals number" or the "bar code number" used for inventory of District property.
2. Year, Make & Model: An example would be: "88 Ford F150 Pickup.
3. VIN #: Is the "vehicle identification number" found on a metal plate just below the driver's side windshield or inside the doorframe of the driver's door.
4. Date: Is the date that the vehicle was checked or work was done on the vehicle.
5. Mileage: Mileage at the time the vehicle is checked or work is done on the vehicle.
6. Work Ticket #: The number on the form provided by the outside vendor doing work on the vehicle or the form used to record details of maintenance done by the given department responsible for the vehicle.
7. Name of person releasing vehicle: Name of person doing the "Vehicle Check Out Form"
8. Signature of person releasing vehicle (Bottom of Page): Person signs and dates after completing "Vehicle Check Out Form."

ITEMS

(Place an "X" under each item checked and found to be O.K.)

- Body: Check body of vehicle for damage. Document any damage found on vehicle.
- Tire Inspections: Condition & Air Pressure (Including Spare) (Also check for Tire Jack): Inspect the tread on the tire using a tire gauge and visual inspections. **(If the tire tread is 3/11 of an inch or less the vehicle should not be driven until the tire is replaced)** Check the air pressure in the tires using an air gauge.
- Horn: Test vehicle's horn
- State Inspection & License Sticker: Check State Vehicle Inspection & License Stickers to make sure they are current.
- Oil Level on Dipstick: Check the oil dipstick in the vehicle. If oil is not at the full mark add the appropriate amount.
- Radiator Fluid Level: Check the radiator fluid level. If fluid is not at the full mark add the appropriate amount.
- Brake fluid level: Check the brake fluid reservoir. If fluid is outside the minimum or maximum line have the brake system checked by a qualified mechanic before driving vehicle.
- Transmission Fluid: Check the transmission fluid dipstick. Add transmission fluid as needed.
- Power Steering Fluid Level: Check the power steering dipstick in the vehicle. If fluid is not at the full mark add the appropriate amount.
- Belts and Hoses-Condition: Check belts and hoses. Replace worn or damaged belts and/or hoses as needed.
- Wipers and Fluid Reservoir: Check wiper blades on windshield. Replace if worn or damaged. Add washer fluid as needed
- Low & High Beam Headlights: Check high and low beams on headlights. Replace lamps as needed • Brake lights: Check brake lights. If brake light is out replace bulb or fuse as needed.
- Turn signals: Check signal lights. If signal light is out replace bulb or fuse as needed.
- Emergency Flashers Lights: Check emergency flashers. If flasher is out replace bulb or fuse as needed.
- Vehicle Insurance Card Valid: Is the vehicle's insurance card valid?
- Gas Tank Full: Is the gas tank full?
- Fire Extinguisher: Is extinguisher fully charged? (If provided by your campus)
- Flares: Is the set number of flares in the vehicle? (If provided by your campus)
- Emergency Instructions: Envelope in vehicle will contain things such as the state blue traffic accident form and a list of things to do after an accident. The envelope's contents will vary from campus to campus.
- Wash Vehicle: Wash vehicle.

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VEHICLE CHECK OUT FORM

The person releasing the vehicle is to fill out this form. Form must be completed before releasing the vehicle.

Vehicle #		Year, Make & Model:		VIN#:
Date:	Mileage:	Work Ticket: (If any)	Name of person releasing vehicle:	
*** This form will be filled out each time the vehicle is checked out for use. ***				
Items:	OK	Comments:		
Body of Vehicle				
Tires: Condition & Air Pressure				
Horn				
State Inspection & Lic. Sticker				
Oil Level on Dipstick				
Radiator Fluid Level				
Brake Fluid Level				
Transmission Fluid Level				
Power Steering Fluid Level				
Belts and Hoses				
Wipers and Fluid Reservoir				
Low & High Beam Headlights				
Brake Lights				
Turn Signal Lights				
Emergency Flasher Lights				
Vehicle Insurance Card Valid?				
Gas Tank Full				
Emergency Instructions				
Wash Vehicle				
I have read and followed the Vehicle Check Out Form Instructions on the back of this form.				
Signature of person releasing vehicle:			Date:	

Exhibit B

This vehicle maintenance log has been developed for the convenience of our drivers. **The department and individual responsible for the campus vehicles will also be responsible for maintaining a folder for both the “Vehicle Maintenance Log (or equivalent),” and “Vehicle Check Out Form” in their respective office.**

INSTRUCTIONS:

1. **Vehicle #** This is the number commonly referred to as the “decals number” or the “bar code number” used for inventory of District property.
2. **Year, Make & Model:** An example would be: “88 Ford F150 Pickup.
3. **VIN #** is the “vehicle identification number” found on a metal plate just below the driver’s side windshield or inside the doorframe of the driver’s door.
4. **Date:** Is the date that the vehicle was checked or work was done on the vehicle.
5. **Mileage:** Mileage at the time the vehicle is checked or work is done on the vehicle.
6. **Work Ticket #:** The number on the form provided by the outside vendor doing work on the vehicle or the form used to record details of maintenance done by the given department responsible for the vehicle.
7. **Cost:** Expenses incurred from work done on the vehicle

MAINTENANCE ITEMS (Suggested Maintenance Schedule – Manufacture’s Maintenance Schedule may vary.)

(Place and “X” under each item checked or work done to the vehicle. Enter comments or details of work done on work ticket.)

- **Tire Inspections: Condition & Air Pressure (Including Spare) (Also check for Tire Jack) every 2 weeks:** Inspect the tread on the tire using a tire gauge and visual inspections. **(If the tire tread is 3/11 of an inch or less the vehicle should not be driven until the tire is replaced)** Check the PSI or air pressure in the tires using an air gauge.
- **Oil Level every 2 weeks:** Check the oil dipstick in the vehicle every two weeks. If oil is not at the full mark add the appropriate amount.
- **Brake fluid level every 2 weeks:** Check the brake fluid reservoir. If fluid is outside the minimum or maximum line have the brake system checked by a qualified mechanic.
- **Radiator Fluid level every 2 weeks:** Check the radiator fluid level every two weeks. If fluid is not at the full mark add the appropriate amount. Also check the heat and cold resistance of the anti-freeze using an anti-freeze tester.
- **Transmission fluid every 2 weeks:** Check the transmission fluid dipstick. Add transmission fluid as needed.
- **Brake lights every two weeks:** Check brake lights. If brake light is out replace bulb or fuse as needed.
- **Turn signals every 2 weeks:** Check signal lights. If signal light is out replace bulb or fuse as needed.
- **Emergency Flashers every 2 weeks:** Check emergency flashers. If flasher is out replace bulb or fuse as needed.
- **Head lights every 2 weeks:** Check high and low beams on headlights. Replace lamps as needed.
- **Battery fluid level every month:** Check water level in battery. If water level is low add distilled water as needed.
- **Power steering fluid every month:** Check fluid level. If fluid level is low add power steering fluid as needed.
- **Wiper blade inspection each month:** Check wiper blades on windshield. Replace if worn or damaged.
- **HVAC checked each month:** Check both heater and a/c each month. Repair work as needed.
- **Brakes inspected every 6 months:** Have the brakes inspected by a qualified mechanic. Repair work as needed.
- **Oil changes every 3,000 to 5,000 miles or 6 months:** Have engine oil and oil filter replaced on a regular schedule.
- **Tires Rotated ever 7,000 miles:** Rotate tires on a regular schedule.
- **Belts and Hoses every 10,000 miles or yearly:** Check belts and hoses. Replace worn or damaged belts and/or hoses as needed.
- **CV Boots Inspected every 15,000 miles:** Check CV Boots. Replace worn or damaged CV Boots as needed.
- **Shocks and/or Struts every 15,000 miles:** Check Shocks and/or Struts. Replace as needed.
- **Air Filter, replace every 20,000 miles:** Replace air filter.
- **Auto Transmission fluid every 25,000:** Replace auto transmission fluid.
- **Steering/Wheels Alignment every 30,000:** Check alignment. Adjust alignment as needed.
- **Tune-up every 30,000:** Standard engine tune-up.
- **Timing belt replaced every 65,000 miles:** Replace timing belt.
- **State Inspection every year:** State Vehicle Inspection.
- **Anti-freeze flushed every 2 years:** Complete flush of cooling system.

VEHICLE MAINTENANCE LOG

Vehicle #:	Year, Make & Model:															VIN #:														
Date:	Tires insp. & PSI every 2 wks	Oil Level every 2 weeks	Brake fluid level every 2 wks	Radiator Fluid every 2 weeks	Trans. Fluid every 2 weeks	Brake Lights every 2 weeks	Turn signals every 2 weeks	E. Flashers every 2 weeks	Head lights every 2 weeks	Battery Fluid each month	Power Steering fluid each mo.	Wipers insp. each month	HVAC checked each month	Brakes Insp. every 6 months	Oil Change every 3 -	Tires, Rotate every 7,000	Belts & Hoses 10,000 or yearly	CV Boots, Insp. every 15,000	Shocks and/or Struts 15,000	Air Filter, replace every 20,000	Auto Trans. Fluid 25,000	Steering /Wheels Align. 30,000	Tune-up every 30,000	Timing Belt replaced 65,000	State Inspect ion Yearly	Anti-freeze Flush every 2 yr.s	Mileage:	Work Ticket #:	Cost:	