

Modes of transportation used for student travel shall include, but not be limited to, cars, buses, and motor coaches. Travel arrangements for student groups shall be made in accordance with administrative procedures. College employees shall not transport students in a personal vehicle or in a College-owned vehicle for College-sponsored functions without advanced written approval from the appropriate administrator.

A driver who is transporting students in College District-owned or -leased vehicles must:

1. Be an employee of the College District (excluding student workers and work/study students). (For the purposes of rendering aid or assistance in an emergency situation, a student under the direction of a College employee may be authorized to drive a College-owned or -leased vehicle.)
2. Hold a valid driver's license appropriate for the vehicle to be driven. A driver of a commercial motor vehicle must have a commercial driver's license.
3. Have an acceptable driving record.
4. Comply, as applicable, with the Federal Motor Carrier Safety Administration (FMCSA) Procedures for Transportation Workplace Drug and Alcohol Testing Program, as well as other appropriate Department of Transportation policies and procedures. ~~W~~

TRANSPORTATION MANAGEMENT
STUDENT TRAVEL

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(LOCAL)

5. Inspect the vehicle prior to travel to ensure the vehicle is in safe operating condition prior to the start of the trip. Any issues or concerns should be immediately brought to the attention of the Director of Facilities and Security; and,
6. Not use a cell phone, including hands-free devices, or text while the vehicle is in motion. (If the driver needs to use a cell phone, the driver should find a safe place to park the vehicle and only while at a full stop with the vehicle in park can a driver use the cell phone or text.)

Students participating in College District-sponsored trips shall be subject to the College District's Student Code of Conduct at all times during the sponsored trip.

A driver shall not drive for more than three consecutive hours without taking a 30-minute break or relief from driving. No driver shall drive more than ten hours in one day.

Any accident that involves a College vehicle, regardless of the extent of damage, must be reported immediately to the appropriate authority.