



ADMINISTRATIVE PROCEDURES

No. 7400.3

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

DRIVER ELIGIBILITY

Under the direction of the Vice President of Administrative Services, or designee, a Department of Motor Vehicle Record check on all drivers must be completed.

Motor Vehicle Records shall be obtained from the California Department of Motor Vehicles for review. The following point system shall be used in assigning values to the various types of traffic violations in order to determine eligibility of the individual to operate vehicles for purposes of District travel.

<u>Convictions/Nolo Contendre Pleas</u>	<u>Points</u>
Major conviction (past 2 years)	6
Major conviction (3-6 years)	3
At-fault accident	3
Minor conviction, not involving accident	1
In addition:	
2 incidents within 18 months	1
or	
3 incidents within 18 months	1

Acceptable Point Total is 5 Points or fewer

Major conviction

Major convictions include, but are not limited to, driving while intoxicated or under the influence of alcohol or drugs; failure to stop and report an accident; homicide, manslaughter or assault arising out of the operation of a motor vehicle; driving during a period while license is suspended or revoked; reckless driving; possession of opened container of alcoholic beverage; speed contest, drag or highway racing, or attempting to elude a peace officer.

Minor conviction

Any moving traffic conviction other than a major conviction except the following:

1. Motor vehicle equipment, load or size requirement.
2. Improper display or failure to display license plates provided such plates exist.
3. Failure to sign or display registration card.
4. Failure to have in possession driver's license provided valid license exists.

At-Fault Accident

An accident arising out of the use of a motor vehicle due to the negligence of the operator or for which the operator was at fault, and any other accident where reasonable proof of non-chargeability cannot be furnished.

Incident

At-fault accident, minor conviction or major conviction.

Vehicle

Any motor vehicle, either owned by the District or by the operator, which is being driven on District business.

Other Considerations

When an employee's Motor Vehicle Record point totals exceed the acceptable limit, a judgment will be made to determine if this employee should be permitted to operate a vehicle on District business. Other factors which may be considered in making this decision include:

1. The necessity of driving a vehicle in the performance of the employee's regularly assigned duties.
2. The overall work record of the employee.
3. The type and pattern of the conviction record.
4. Police records.
5. Employment references.
6. Availability of alternate drivers.

Instructions for adult drivers of non-District owned vehicles

1. Insure that your driver's license is valid.
2. Maintain current vehicle insurance. Minimum limits are \$100,000/\$300,000 Bodily injury and \$25,000 Property Damage. You are primarily liable in the event of an accident or injury resulting from such use of your vehicle.
3. A thorough check of your vehicle should be conducted by you, or a mechanic, prior to the trip. Includes lights, horn, turn signals, brakes, tires (including spare), emergency tools and suspension.
4. Carry only the number of passengers for which your vehicle is designed, one for each seat belt. All passengers shall use their seat belts.
5. Travel caravan style if more than one vehicle is used.