OVERVIEW

Introduction This chapter outlines the policies and procedures for use of State vehicles and motor vehicle construction equipment while conducting State business. It addresses use and maintenance of pool vehicles acquired for a single trip (trippers), monthly based and department-owned vehicles. Vehicle accidents involving a State-owned vehicle or a privately-owned vehicle used for official State business is also addressed.

State automotive management is designed to provide safe, effective, dependable, and economical transportation to State drivers while conducting State business at the lowest possible overall cost of administration. To achieve this, the following principles are established.

GOVERNING LAWS, PRINCIPLES, AND POLICIES

General Policies The policies of CCC for the use of State-owned vehicles in the conduct of Corps business is as follows:

- State vehicles shall be used for State business only.
- All employees who operate motor vehicles on State business must possess a valid California driver's license appropriate to the type of vehicle operated. Employees who operate construction equipment must be licensed to drive the equipment, if required, and fully trained on the operations and safety requirements.
- All State vehicles operated by the CCC shall be maintained properly to ensure that they are safe to operate. All employees shall be responsible for referring vehicles for proper maintenance on Corps-owned vehicles and reporting mechanical problems immediately.
- Drivers of vehicles shall be responsible to see that all passengers follow safety rules, including proper use of seat belts.
- All new employees who may operate motor vehicles on State business are required to successfully pass an approved defensive driver's training class which will be scheduled by the supervisor at the beginning of his/her employment. All employees who operate vehicles on State business are required to take a refresher course every four years. This may include a road test for each vehicle the employee will operate for CCC and be administered by the employee's supervisor or designated representative.
- All corpsmembers must complete a five course drivers' training program before they are issued a blue card and before they operate a State-owned vehicle.

- All corpsmembers who operate a State-owned vehicle must have a valid CCC Blue Card.

- All corpsmembers who operate full size vans must have a current Class B license and a CCC Advanced Blue Card.

- Each employee is charged with the responsibility of making the most economical use of State vehicles, including car pooling, to reduce the cost of transportation.

- State vehicles shall not be used by Corps employees for commuting to work from their residence.

- In case of an accident involving a State vehicle, the driver shall be responsible for recording information on an Accident Identification Card and reporting the incident to their supervisor immediately. The circumstances of the accident are not to be discussed with anyone except the investigating law enforcement officers and State representatives.

- Employees and corpsmembers are not authorized to drive privately-owned motorcycles or motor driven cycles on State business.

**CCC Drivers**

The employee is responsible for having a valid California driver's license and, if driving his/her personal vehicle, that vehicle meets the State standards for equipment and safety described in this manual.

The employee is expected to practice defensive driving and obey all traffic laws. The employee should be knowledgeable of the mandates and guidelines that affect those using a vehicle for State business.

All CCC employees who drive a vehicle on State business must be familiar with the restrictions on driving shifts and required rest requirements when operating vehicles during emergencies as well as conducting routine business.

**Personnel**

The CCC has the authority to verify driving records of employees and corpsmembers using information available from the State Department of Motor Vehicles. Personnel, upon request from District Directors or their designee, will request drivers' records through the "Pull-Notice Program" described in SAM Travel Section, §0751. This information can only be requested and used for CCC purposes only.
DRIVER SAFETY RESTRICTIONS AND LIMITATIONS

Corpsmember Driver Authorization Cards

Corpsmembers may only drive State vehicles after receiving drivers' training and receiving a CCC Driver Authorization Card (known as the Blue Card). This card contains information that determines the certification that the corpsmember has received. The certification may include:

- Authorization to drive CCC sedans, mini-vans, pickups, including six-passenger crew cab pickups

- An Advanced Blue Card that authorizes him/her to operate full-size passenger vans (9-15 passengers)

- Authorization to operate certain specified specialized vehicles such as 4x4, state-side trailer (certification may be for only one or all of the specialized vehicles)

- Authorization to operate industrial trucks (forklift, tractor, etc.)

Emergency Driving Shifts

Driving shifts during emergency response situations should never exceed ten hours except for fire emergencies when the shift should not exceed twelve hours. Two authorized drivers must be in each vehicle for long distance driving that exceeds 100 miles. Exceptions to this rule can only be made by the District Director.

Driving Time

The following applies to the CCC driving time policy in accordance with State and Federal regulations:

You may not drive for more than 12 hours following 8 consecutive hours off duty.

You may not drive after having been on duty for 15 hours. You may perform work, except for driving, after being on duty for 15 hours.

You are not eligible to drive after having been on duty for 80 hours in an 8 consecutive day period.

After driving for 12 hours or being on duty 15 hours, you may not drive again until you have had 8 consecutive hours off duty time. Exception: If the truck is equipped with a sleeper berth, this 8 hours may be broken up into 2 periods provided neither period is less than 2 hours.

You may drive an additional two hours if you encounter adverse weather conditions which were not apparent at the start of the trip.

No crew carrying driver may begin a trip to return to the District of over three
hours after 5:00 pm except in case of emergencies.

Night Driving
When driving at night or under poor conditions, a relief driver or another alert passenger should ride in the cab with the operator.

Notification of Travel Route and Time Schedule
A travel route and time schedule must be filed with the Service District Office and if destination is a manned station, individuals at the station should be advised of the estimated arrival time. Change of time.

Tool and Flammable Liquid Cargo
Sharp tools or other potential dangerous equipment, or any other cargo that could pose a hazard to the passengers shall not be carried in the cab of the vehicle unless they are in a covered box or container. Equipment such as fire extinguishers and first aid kits should be secured to the body of the vehicle. Flammable liquids shall never be carried in the cab of a vehicle.

Exemption to Requirements for Transporting Fuel in Portable Containers

The California Code of Regulations, Title 13, §1161 et seq., restricts the transportation of fuel in portable containers in buses. GCC has received an exemption to some of these requirements in an April 13, 1995 letter from the California Highway Patrol but there are continuing conditions that must be followed under this exemption.

Vehicles exempted include buses operated by the GCC, commonly referred to as crew carrying vehicles (CCVs), manufactured prior to January 1, 1991.

Operators of CCVs should be familiar with the exemption and recognize the limitations on CCVs that continue to be imposed on the transportation of portable fuel containers in the CCVs.

Temple Width of Glasses and Driving Restrictions

The California Vehicle Code, §23120, Temple Width of Glasses, states:
"No person shall operate a motor vehicle while wearing glasses having a temple width of one-half inch or more if any part of such temple extends below the horizontal center of the lens so as to interfere with lateral vision."

Safety glasses, including those required to comply with the Title 3 pesticide spray regulations, with side temple protectors, which may violate this motor vehicle code, section, shall not be worn while driving.
SAFETY INSPECTIONS

Driver's Safety Inspection of Vehicle

Each employee and employee who operates a bus, van, or crew carrier must complete a Daily Driver Report of Vehicle Condition Safety Inspection (CCC 85). This inspection must be conducted at the start and the end of each shift and the completed CCC 65 must be submitted to the Vehicle Coordinator. All vehicles will receive daily inspections when practical and a minimum of at least once a week using a CCC 65.

A file of the completed safety inspections will be retained at the District Office for a minimum of three months.

USE OF STATE VEHICLES

Utilization of State Vehicles

State automotive management policy is designed to facilitate effective vehicle utilization at the lowest possible overall cost. The Director is responsible for the implementation of these policies and for supervision of vehicles, whether owned by or assigned to the Corps by General Services. The proper utilization of State-owned vehicles is an explicit responsibility of supervisors at all levels.

Automobile Maintenance Record of State Vehicles

The Automobile Maintenance Record (STD 271) is to be stored in the glove compartment of all State-owned vehicles and is to be maintained on a current basis. Repairs are to be recorded reflecting date of repair, mileage on date, and type of repair.

Driver's Daily Log

All employees who operate vehicles that require a Class B license shall maintain a Driver's Daily Log. This will be maintained by using a "Driver's Daily Log" that is prescribed by the Federal Highway Administration and the U.S. Department of Transportation. Entries in the log are to be on all vehicles operated by the individual driver. Drivers must have an updated log in their possession at all times whenever they are over 100 miles from their headquarters office operating a vehicle that requires a Class C license.
Drivers are liable to the State for the actual costs resulting from any misuse of State-owned vehicles. In addition, disciplinary action may be taken for such misuse. When a case of misuse of a State car arises, supervisors, may be found to have failed to adequately monitor the use of State cars by their subordinates, and could be held accountable as well as the employee.

The following constitutes the misuse of state vehicles:

- Using a State-owned vehicle for other than official State business.
- Driving a State-owned vehicle to or from an employee's home except as specifically permitted in this chapter.
- Noncompliance with applicable traffic laws.
- Unsafe driving practices, including failure to use seat belts.
- Failure to comply with Office Fleet Administration rules and procedures.
- Improper parking or storage of State vehicles.
- Detouring from the shortest route while on State business in order to conduct personal business or visit friends.
- Travel in a State vehicle for the purpose of after-hours entertainment. The CCC allows an exemption to this policy for approved activities for corpsmember who reside on site. The Corpsmember Development Coordinator or the Conservation Supervisor may approve these activities.
- Carrying in the vehicle any persons other than those directly involved with official State business, except with approval of the employee's immediate supervisor for each trip.
- Committing acts incompatible with or injurious to public service, either during or after duty hours, while using a State vehicle.
- Driving while under the influence of alcohol, narcotics, or certain non-narcotic drugs.
- Transporting illegal firearms or stolen property.

No leaving the state of California
STATE VEHICLE EXPENSES / REPAIRS

Credit Card Miscellaneous Purchases
Services and items may be purchased for monthly assigned vehicles with the State Fuel Credit Card for that specific vehicle, including lubrication, oil changes, tire changes, battery charges, air cleaner elements, oil filter elements.
In emergencies, the following charges are permissible with the credit card: windshield wiper blades, individual spark plugs, fan belts, light bulbs, seal beam units, radiator hoses and tire and tube repairs.

Gasoline and Oil Purchases
The purchase of gasoline and oil for State vehicles should be made using the Official State Fuel Credit Card. These cards will only be used for the vehicle with the specific license number noted on the card. Premium grade gasoline will not be used in State vehicles. Only the contractor's oil will be used in State vehicles. Other miscellaneous purchases are not allowed on the card except in an emergency.

Towing and Roadside Service
Emergency 24 hour roadside service is available for drivers of State vehicles through the National Automobile Club. The service may be used if a vehicle is disabled and located on a public street or highway or in a public parking garage within the State.
Each State vehicle should have a decal affixed to the driver's side window, just above the lock and each vehicle should have a copy of the memo that contains the (800) 600-6065 telephone number as well as the available services. The number is Services include:

Mechanical First Aid for minor mechanical adjustments that may be performed at the scene to enable a State vehicle to be safely operated.

- Battery service to start a vehicle with a dead battery.
- Tire change of flat or damaged tire.
- Gasoline, oil and water delivery to a State vehicle at the retail price of the product delivered.
- Retrieval of the ignition key if locked inside vehicle but does not include key making or locksmith service.
- Towing service of any State vehicle that cannot be safely driven from the scene of the disablement to the location of the nearest State-approved service station or State-operated garage. If this does not appear to be a reasonable solution to the operator, the Headquarters Fleet Administrator should be contacted for further instruction.
Charges Incurred by Driver

The driver of a State vehicle, department-owned or leased from the DGS, is personally responsible for the following charges:

- Towing charge for illegal or improper parking
- Towing charge for being stranded on unimproved roads or off-road driving
- Citations due to vehicle code violations
- Purchase of chains and additives
- Unauthorized vehicle services or repairs

VEHICLE ACCIDENTS

General Instructions When Involved in an Accident:

A motor vehicle accident is defined as any circumstance involving the use of a State-owned motor vehicle, or a privately-owned or rented vehicle used by an authorized driver while on State business which results in death, injury, or property damage regardless of who was injured, what property was damaged, or who was responsible.

State officers and employees involved in an accident while driving a State-owned vehicle, or a privately-owned vehicle on official State business, will make no comment or statement regarding the accident to anyone except police, other State officers or employees, or an identified representative of one of the State's contract adjusters.

Subsequent to any accident involving a State-owned vehicle, or a privately-owned vehicle driven on official State business, all communications regarding claims, including summons or complaints must be forwarded immediately to the CCC Fleet Coordinator who will then forward to the Office of Insurance and Risk Management, Department of General Services for disposition, as appropriate.

The Vehicle Accident Report (STD 270) should be accompanied by all other pertinent information.

Emergency Actions to Take Following an Accident

The first responsibility of any CCC driver involved in a vehicle accident is to take emergency action justified by the circumstances. Those may include:

- Render first aid, if qualified to do so.
- Secure medical aid if necessary.
Notify police or Highway Patrol.

Complete Accident Identification Card (STD 269).

Obtain names and addresses of witnesses.

The following information is to be given to the operator of the other car: Name and driver's license number of the driver, and name and address of State organization where employed.

Vehicle operators will make no statement concerning accidents to anyone other than investigating State officials, police officers, and properly identified representatives of the State Insurance carrier.

Notify immediate supervisor.

Notify Insurance carrier.

Operators of private or rented vehicles involved in accidents while on State business will send separate reports to private insurance companies, as required.

Reporting Motor Vehicle Accidents

The driver of a State-owned vehicle involved in an accident will record all pertinent information on the Accident Identification Card (STD 269), before leaving the scene of the accident. If another vehicle is involved, the appropriate portion of the STD 269 will be detached and given to the driver of the other vehicle. Blank Accident Identification Cards will be available in the glove compartment of each State-owned vehicle.

The Office of Insurance and Risk Management (OIRM) has contracted with a private adjusting company, to perform requested outside vehicle accident investigation and adjusting services. State employees, who are contacted by an adjuster may verify that the adjuster has been retained by the State by calling OIRM at either telephone number listed above.

Additional instructions are shown on the STD 269. State employees involved in a vehicle accident will comply with those instructions and retain the card for review by the supervisor and as an aid to the completion of other accident reporting claims.
The Accident Identification Card (STD 269) should be completed recording pertinent information regarding the accident. Copies of this form are available from the glove compartment of each State-owned vehicle.

The original copy of the STD 269 should be sent to the Fleet Coordinator after it is used to complete the STD 270. The District should retain a copy.

Drivers must complete a Vehicle Accident Report (STD 270) within 48 hours of an incident in which a vehicle receives damages or an individual is injured or property is damaged through the use of a State vehicle, a privately-owned vehicle, or a rented vehicle.

STD 270 need not be completed when the State vehicle is struck while parked unattended and the damage is under $50.00, and the name (or license number) of the party causing the damage is unknown.

In similar cases where the damage is over $50.00, the custodian of the vehicle will complete only that portion of STD 270 listing the identification of custodian and vehicle, the location and time the damage probably occurred, and signature.

The supervisor who authorized the use of the vehicle is responsible for seeing that the form is completed and correct. In the event the driver is unable to complete the form, the supervisor will do so. The copies of the STD 270 will be distributed as follows:

Leased State Vehicle or GCC-Owned Vehicle — Three copies of the STD 270 to the Office of Insurance and Risk Management, Department of General Services; and a fourth and fifth copy will be forwarded to Business Services.

Privately-Owned Vehicle or Vehicle Available for Lease or Rental — An accident that involves a privately-owned vehicle or one available for lease or rental driven on State business will be reported. The accident report will be clearly marked “Privately-Owned Vehicle” or “Leased State Vehicle”.

The supervisor of each driver involved in an accident will take the following actions in addition to those prescribed in Section 7905:

• Investigate each accident promptly and thoroughly.

• Prepare a Supervisor’s Review of State Driver Accident (STD 274), or an equivalent report. (It is recommended that the agency copy of the completed STD 270 be used for reference when preparing a STD 274.)

• Initiate appropriate corrective action, verbal or written, and record corrective action taken in departmental personnel records.
Negligence

- Collisions with stationary objects
- Accidents in which the State driver is issued a citation
- Failure to use chock blocks
- In-camp accidents; particularly those in parking areas, work areas, exceeding the in-camp speed limit, or otherwise ignoring safety procedures
- Accidents caused by drivers while eating, drinking, or otherwise permitting undue distractions in or around the vehicle
- Accidents that are the result of driver failure to recognize reasonable safety standards