



To drive a van requires:

1. Confirmation by the proposed driver's supervisor that he / she is a district employee
2. Review and signature of the San Mateo County Community College District Motor Vehicle Operations and Safety Guidelines. Driver gets a copy with the original placed on file by supervisor.
3. Completion of the DMV Pull Notice. After signature by the supervisor a scanned copy and original is sent to the District Office, Attention: Anahi Aguilar (aguilara@smccd.edu). District office will confirm the driver is clear.
4. Current copy of a valid California Driver's license + proof of insurance.
5. Review and signature of completion of the Driver Safety DVD. DVD is available in the library. Title is "Defensive Driving for 15 passenger Vans".
6. Visual inspection prior to and after using the van for an issues and completion of log book and maintenance log.

If you get in an accident.....

If you are involved in an accident, the SMCCCD Report of Accident form should be completed and returned to your supervisor immediately. If the other person wants proof of insurance simply give them a blank form, explain that you work for a government agency and tell them to call the number on the form.

Several of these forms are in the glove compartment (between the driver and co-pilot) in each van. In addition to submitting the form, you'll need to contact your supervisor immediately or on the next business day, depending on the severity of the incident, to let them know what happened. If an accident prevents you from driving the van any further or involves injuries, you'll need to contact your supervisor immediately at _____ (home); _____ (work) or _____ (cell). If you can't reach your supervisor, use your best judgement in securing alternative transportation / lodging and making sure everyone is safe and taken care of.

Hopefully, we never have a situation where we'll need the accident form.