

▶ Adopted Date 11/01/04  
 ▶ Amended Date \_\_\_\_\_  
 ▶ Review Cycle \_\_\_\_\_

Attachments:  
 Ten Point Check List  
 Mileage Report Form

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## CULINARY ARTS DEPARTMENT USE OF CULINARY ARTS VEHICLE

### PURPOSE:

Los Angeles Mission College owns a vehicle assigned to the Culinary Arts Department to provide transportation for Culinary Arts employees and students in the performance of their duties and to support the culinary arts department instructional program and catering services. This vehicle may be used only by the Culinary Arts Department for catering services approved by Academic Affairs, picking up and delivering food and materials, and transportation use for field trips related to Culinary Arts competitions/activities. The maximum passenger load for the vehicle is three (3) including the driver. See policy statement for acceptable vehicle use and driver liability.

### INITIATOR

- The initiator must verify that the vehicle is available through the College Sheriff's Department prior to requesting permission.
- Prior to use of the vehicle, the driver should complete the ten (10) point check list and return it to the College Sheriff's Department.
- The initiator can obtain the vehicle keys from the College Sheriff's Department

### AUTHORIZATION

- The initiator, the Chef, Professional Expert, or Instructional Assistants, must obtain the Division Dean's approval to use the vehicle.
- The initiator must designate (either the initiator or another person) a driver that must qualify to drive the vehicle by:
  - Must be pre-registered by the College Sheriff's Department prior to the event. (Forms are available in the College Sheriff's Department for use in verification).
  - Holding a valid class C driver's license to operate the vehicle verified by the College Sheriff's Department
  - Be insurable by the District at standard rates.

### RESPONSIBILITY

- The College Sheriff's Department will keep the mileage report log. This log will be verified prior to issuance of the vehicle.

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APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_



Los Angeles Mission College  
 Academic Affairs  
 Use of Culinary Arts Vehicle

- Mileage reports (kept in the vehicle(s)) must be recorded and returned with the van to the College Sheriff's Department. This form can be downloaded from <http://www.documents.dgs.ca.gov/osp/pdf/std237.pdf>
- The vehicle must be properly parked and secured when left unattended; windows must be up and doors locked.
- The driver of the vehicle is responsible and liable for any and all costs due to misuse, incurred or consented by him/her.
- If mechanical failure occurs:
  - Remove all passengers to a point of safety.
  - Telephone the Plant Facilities Department (818) 364-7802 for assistance or instruction. If after normal business hours, telephone the College Sheriff's Department at (818) 364-7845.
  - If the vehicle needs to be towed, contact a local towing company. The college does not have a contract with a particular towing company.
- If an accident occurs:
  - Remove all passengers to a point of safety.
  - Render first aid if required. Call for assistance if required. (Vehicle is equipped with first aid kit).
  - Faculty member should not leave the scene of an accident until after a law enforcement officer arrives and is given full information.
    - Draw a diagram of the accident.
    - If another vehicle is involved obtain the license number, driver's name, make of car(s) witnesses' name(s), law enforcement officers name, etc.
    - An accident kit is located in the glove compartment of the vehicle.
  - If accident is serious, or personal injury is involved, telephone the College Sheriff's Department immediately
  - Upon return to the campus, submit accident report kit to the College Sheriff's Department immediately.
- The college issued gasoline credit card shall be used only for purchases of fuel and related vehicle products
  - Gasoline credit card may be used for repairs in the event of a mechanical breakdown or for tires in the event of a tire failure when absolutely necessary.
  - Credit cards are NOT to be used for purchase of gasoline for non-college vehicles or any item for personal use.
- After the trip, the vehicle must be parked outside the front of the Plant Facilities Department and the keys and mileage log returned to the College Sheriff's Department.

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APPROVED: \_\_\_\_\_

DATE \_\_\_\_\_

