PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6530**

District Vehicles

Reference: Title 13, California Code of Regulations, Division 1, Chapter 1

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

Any vehicle that carries ten (10) or more persons including the driver is defined in the Vehicle Code as a bus. All operators of buses must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol. The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid Class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

BP 6530 is not a CCLC BP

See also AP 6530 – District Vehicles
See also BP/AP 2735 - Board Travel
See also BP/AP 4300 - Field Trips and Excursions
See also BP/AP 6531-PVC - Staff Travel

(Formerly PVC Board Policy 3440)
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02/05/14 College Council Approval
06/10/14 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6531-PVC**

Staff Travel

Reference:

The Board of Trustees shall provide reimbursement to staff members for approved trips, travel, or attendance at professional conferences, as District representatives. Travel requests and "Absence from Campus" forms for District personnel shall be approved by the Superintendent/President or designee prior to the trip. The Superintendent/President must approve out-of-state trips and shall report such travel to the Board of Trustees.

The District shall reimburse employees for meals ***(excluding alcoholic beverages),*** the use of private automobiles, and other common expenses, at the current Internal Revenue Service reimbursement per diem rate for Riverside County. Exception to these per diem rates must be approved in advance by the Superintendent/President.

Staff travel forms, procedures and expense reimbursements are covered in the administrative procedures which follow.

See also AP 6531-PVC – Staff Travel
See also BP/AP 2735 - Board Member Travel
See also BP/AP 6530 - District Vehicles
See also BP/AP 6335-PVC – Use of District Credit Cards

(Formerly PVC Board Policy 3500)

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01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
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PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6535**

Use of District and Non-District Equipment

Reference: Education Code Section 70902

District equipment shall not be loaned to private groups organized for profit or to any individual, except that equipment may be loaned to employees for District-related duties off campus subject to administrative procedures developed by the college.

BP 6535 is not a CCLC BP

See also AP 6535 – Use of District and Non-district Equipment
See also BP 7371 - Personal Use of Public Resources

(Formerly a part of PVC Board Policy 3190)

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01/27/09 Board Second Read and Approval
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06/10/14 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6540**

Insurance

Reference: Education Code Sections 70902, 72502, 72506, and 81601 et seq.

The Superintendent/President or ***Chief Business Officer*** ~~Vice President of Administration~~ shall be responsible to secure insurance for the District as required by law, which shall include but it is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer or employee when acting within the scope of his or her office or employment. The Superintendent/President or ***Chief Business Officer*** ~~Vice President of Administration~~ may authorize coverage for persons who perform volunteer services for the District; and
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

See Administrative Procedure 6540
See also BP/AP 6530 - District Vehicles
See also BP/AP 6535 - Use of District and Non-District Property
See also BP/AP 3810 - Claims Against the District

(Formerly PVC Board Policy 3320)

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01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
06/10/14 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6550**

Disposal of Property

Reference: Education Code Sections 70902(b)(6) 81383, 81384, and 81452

The Superintendent/President is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See also AP 6550 – Disposal of Property
See also BP/AP 6330-0 - Purchasing

(Formerly PVC Board Policy 3130)

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01/27/09 Board Second Read and Approval
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06/10/14 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6600**

Capital Construction

Reference: Education Code Section 81820; Title 5, Sections 57150 et seq.

The Superintendent/President is responsible for planning and the administrative management of the District's capital outlay and construction program.
District construction projects shall be supervised by the Superintendent/President. The District shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work.

The Board shall approve and submit to the Board of Governors a five (5) year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to, the criteria contained in law.

See also AP 6600 – Capital Construction
See also BP/AP 6340 – Bids and Contracts

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01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
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PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6620**

Naming Buildings

Reference:

All recommendations for naming buildings shall be submitted to the Board by the Superintendent/President for action.

See also AP 6620 – Naming Buildings

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01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
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PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6740**

Citizens' Oversight Committee

Reference: Education Code Sections 15278, 15280, 15282; California Constitution Article XIIIA Section 1(b), Article XVI Section 18(b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the Superintendent/President shall establish a Citizens' Oversight Committee in accordance with the applicable law and necessary regulations.

See also AP 6740 – Citizens' Oversight Committee

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02/05/14 College Council Approval
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PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6750**

Parking

Reference: Education Code Section 76360; Vehicle Code Section 21113

The Superintendent/President shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

See AP 6750 - Parking
See also BP/AP 5030 – Fees

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01/27/09 Board Second Read and Approval
02/05/14 College Council Approval
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PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6770**

Energy and Sustainability

Reference: Executive Order S-1204, Government Code sections 15814, California Community Colleges Board of Governors "Energy and Sustainability Policy."

It is the policy of the Board of Trustees of the Palo Verde Community College District to conserve energy and to promote the use of sustainable energy practices in all District Facilities. In accordance with the Board of Governors' policy on Energy and Sustainability, it is the goal of the Board of Trustees to reduce the District's energy capacity requirement from the electricity grid, and to promote energy independence using available technologies. To this end the Superintendent/President is directed to:

- Take appropriate measure to develop self-generating capacity for the District's facilities.
- Identify energy efficiency improvement strategies, to seek funding for their implementation and, expeditiously implement the strategies.
- Achieve optimum efficiency in the use of natural gas, electricity and other energy resources.

07/26/11 Board First Read
08/23/11 Board Second Read and Approval
01/24/12 Board Third Read and Approval
02/05/14 College Council Approval
06/10/14 Board First Read

PALO VERDE COMMUNITY COLLEGE DISTRICT
BOARD POLICY **6800**

Safety

Reference: 49 CFR Part 40, 49 CFR Part 655; Title 8, Section 3203; 29 CFR 1910.101 et seq.; Health & Safety Code Section 104420

The Superintendent/President shall establish administrative procedures to ensure the safety of employees and students on District sites, including the following:

- Compliance with the United States Department of Transportation regulations implementing the Federal Omnibus Transportation Employee Testing Act of 1991. Specifically, the District shall comply with the regulations of the Federal Highway Administration (FHWA) and, if applicable, the Federal Transit Administration (FTA). Compliance with these policies and procedures may be a condition of employment.
- Establishment of an Injury and Illness Prevention Program in compliance with applicable OSHA regulations and state law. These procedures shall promote an active and aggressive program to reduce and/or control safety and health risks.
- Establishment of a Hazardous Material Communications Program, which shall include review of all chemicals or materials, received by the District for hazardous properties, instruction for employees and students on the safe handling of such materials, and proper disposal methods for hazardous materials.
- Prohibition of the use of tobacco in all public buildings.

See also Chapter 3 - General Institution
See also AP 6800 - Safety
See also BP/AP 6530 - District Vehicles
See also BP/AP 7340 - Leaves
See also AP 7342 - Industrial Accidents and Illness

(Formerly PVC Board Policy 4020)

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