

State of California

Memorandum

CAL POLY
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To:: Provost, Vice Presidents, Deans, Department Heads,
Program Directors

Date: January 26, 2005

From: Joseph C. Risser
Director, Risk Management

File No.

Copies: Executive Directors:
Associated Students, Incorporated,
Cal Poly Foundation,
Cal Poly Alumni Association

Subject: Use of 15 Passenger Vans for Transportation, Update

This memo is to alert you to a recent addition to the State of California Public Contracts Code (see attachment). **Effective January 1, 2005**, persons who drive 15 passenger vans for transportation for the California State University are required to have a class B driver's license and a passenger transportation endorsement for operating a 15 passenger van.

Cal Poly Campus Administrative Policy (CAP) Section 361.8.6 currently indicates that drivers of 15 passenger vans must have a class B driver's license, with the exception of Van Pool Drivers. The CAP section is in the process of being updated to indicate that all drivers must have a class B driver's license and a passenger transportation endorsement.

Operation of a 15 passenger van for the University without the proper license and endorsement and/or without authorization to drive on state business could result in an insurance recovery of costs against the individual and/or sponsoring department.

Attachment

Public Contracts Code

10326.1. (a) A campus or a facility of a California Community College or a campus or a facility of the California State University, that owns, leases, or otherwise has possession or control of a 15-passenger van, may not, on or after January 1, 2005, authorize the operation of that van for the purpose of transporting passengers unless the person driving or otherwise operating that van has both of the following:

(1) A valid class B driver's license, as provided in Division 6 (commencing with Section 12500) of the Vehicle Code, issued by the Department of Motor Vehicles.

(2) An endorsement for operating a passenger transportation vehicle, as provided in Article 6 (commencing with Section 15275) of Chapter 7 of Division 6 of the Vehicle Code, issued by the Department of Motor Vehicles.

(b) (1) Except as provided in paragraph (2), for purposes of this section, a "15-passenger van" means any van manufactured to accommodate 15 passengers, including the driver, regardless of whether that van has been altered to accommodate fewer than 15 passengers.

(2) For purposes of this section, a "15-passenger van" does not mean a 15-passenger van with dual rear wheels that has a gross weight rating equal to, or greater than, 11,500 pounds.