



Kern Community College  
 District 2100 Chester Avenue  
 Bakersfield, CA 93301-4099

**AP 7400 Use of Auto Form**

- Bakersfield College
- Cerro Coso College
- District Office
- Porterville College

# Agreement for Use of Automobile on School Business

*(This Form Must be Renewed Each Fiscal Year)*

Fiscal Year

I hereby certify that I am licensed and have public liability, property damage, and medical insurance with coverage in the amounts required by the State of California to operate an automobile. I agree and understand that if approved by my supervisor for use of my private automobile while performing required duties, that the Board-approved mileage rate shall be deemed to be the actual expense of operating the automobile including gasoline, oil, and depreciation. This rate is determined by the Board of Trustees to be the actual travel expenses incurred by me in performing my duties. I understand when I drive a district vehicle or vehicle rented by the district for district business KCCD's insurance will serve as primary coverage in the event of an accident. However, when I drive my private vehicle for district business, my personal automobile insurance will serve as primary coverage in the event of an accident.

**(Please attach copies of your Driver's License and Insurance certificate)**

Signature of Employee/Student <i>Stephanie Cervantes</i>	Employee ID Number @	Date
Type/Print Name	Position/Title	
Insurance Carrier	Policy Number	Driver's License Number

(Print Name of Supervisor)	
Signature of Supervisor <i>Christina Howell Ph.D.</i>	Date

**Board Policy Manual**

BP 7400	<p><b>Staff Conferences and Meetings</b></p> <p>Employees who are authorized and directed by the Chancellor or designee to attend educational conferences or meetings shall be reimbursed for expenses incurred. Out-of-country travel requires Chancellor or designee approval. See <u>Procedure 7400</u> of this Manual for forms and procedures for attendance of conferences and meetings and for expense reimbursement.</p> <p><a href="https://employees.kccd.edu/employee-forms">https://employees.kccd.edu/employee-forms</a></p> <p>The most economical mode of transportation shall be used. When a school car is not available and travel by private automobile is authorized, mileage shall be paid to the owner of the vehicle at the Board approved rate, mileage will be based upon most direct route. Receipt for commercial transportation shall be submitted with claim.</p> <p>The Board approved rates for mileage reimbursements shall be the same as the guidelines used by the federal government (IRS).</p>
BP 7400	<p><b>Staff Transportation</b></p> <p>Employees whose duties necessitate in-district travel shall be paid for meals in accordance with the guidelines in <u>Procedure 7400</u> and for the use of their cars at the Board approved mileage rate described in <u>Policy 7400</u>. Itemized claim statements must be presented to ensure payment of claims. All forms for employee/student travel can be found at <a href="https://employees.kccd.edu/employee-forms">https://employees.kccd.edu/employee-forms</a>.</p> <p>Private vehicles used for District business must be properly insured, currently registered, in safe and reliable working condition and appropriate for intended use. The employee shall certify that his/her automobile has public liability, property damage, and medical insurance with coverage amounts at least in accordance with the minimum requirements of the State of California.</p> <p>Employees or students using either District or private vehicles for District business must be properly insurance and licensed. (See <u>Policy 4300</u> for student transportation policies.) <b>If you are transporting students this form must be sent to: Trudi Blanco at Trudi.Blanco@kccd.edu</b></p>