

# CHAPTER 6340 VEHICLE OPERATIONS

(May 2003)

## GENERAL VEHICLE OPERATION POLICY

6341

(May 2003)

### Responsibility

#### All

Any employee of the California Youth Authority (CYA) or California Department of Forestry and Fire Protection (CDF) who operates a state vehicle, is responsible for the proper operation of the vehicle and the safety of both vehicle and passengers. This chapter discusses laws, rules, and policy applicable to conservation camp operations and is intended to promote safe vehicle operation, to limit personal and agency liability, and to designate operator and supervisory responsibilities. General vehicle operation policies are as follows:

1. All vehicles shall be equipped and operated in compliance with the California Vehicle Code (CVC) and the California Code of Regulations (CCR), Title 13.
2. All appropriate safety equipment shall be serviceable and fully utilized. The driver is responsible for assuring that all safety procedures and policies are followed.
3. Any required vehicle safety inspection and documentation shall be performed prior to utilization of any vehicle and after use.
4. No driver will operate a vehicle when their ability to operate that vehicle safely has been adversely affected by fatigue, illness, or any other cause.
5. Whenever a supervisor, using the best available information and judgment, believes that a driver under their direct supervision and/or control, has had insufficient rest, or for any other reason is unable to safely drive a vehicle, that supervisor shall restrict the driver from driving.
6. The most direct, or appropriate, route shall be used when transporting wards.

7. No unnecessary stops will be made while transporting wards.
8. No hitchhikers will be picked up.
9. Interaction between wards and the public is not allowed.
10. No signs, messages, gestures, or other inappropriate activity will be displayed from within the vehicle.
11. Transportation of materials and supplies must be in strict accordance with laws, regulations, and policies.
12. All materials transported within a crew compartment, such as safety gear or drinking water, must be secured to prevent shifting or falling in case of an accident or severe maneuver of the vehicle. To prevent injury to personnel and damage to the compartment, absolutely no tools, or tool sharpening tools or equipment, will be carried inside the passenger compartment.
13. Ward gathered materials for hobby purposes must be authorized by the Camp Superintendent and transported in CYA vehicles.

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[\(see Forms or Forms Samples\)](#)