



ADMINISTRATIVE PROCEDURE

CATEGORY: **Community Relations**

SUBJECT: **Acceptance of Vehicles Donated to High School
Transportation Technology Classes**

NO: **9301**

PAGE: **1 OF 3**

EFFECTIVE: **1-25-90**

REVISED: **10-14-14**

A. PURPOSE AND SCOPE

1. To outline administrative procedures governing acceptance of vehicles donated to high school transportation technology courses.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policies D-3000, D-3800, D-6000, D-6700, F-1100, F-1500, F-5000, F-5800, G-4000, H-8650, I-1200, K-5000, K-6000, and K-6500

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Office of College, Career and Technical Education.
2. This procedure includes vehicles donated to the district that will be used for instructional purposes, auctioned or recycled.
3. Proceeds from auction or recycling will be deposited to the automotive program trust account to be used for the purchase of equipment and instructional materials/supplies for transportation technology courses.
4. Operating and transporting donated vehicles. Under no circumstances shall a district employee or student operate, transport, or tow a donated vehicle on any public roads or highways.

D. IMPLEMENTATION

1. Donor or representative contacts the Office of College, Career and Technical Education with pertinent information regarding vehicle donation. The Office of College, Career and Technical Education determines if the proposed donation meets the educational needs of the program, and if so, notifies course instructor and principal. The Office of College, Career and Technical Education prepares a letter to the donor that the vehicle may be used for instruction, sold at public auction or recycled at a vehicle scrap yard. The letter also indicates that all proceeds will be deposited to the automotive program trust account.
2. Transportation technology course instructor must receive the Certificate of Ownership (vehicle title) with owner and lien holder (if applicable) signatures. It is necessary to have the Certificate of Ownership even if the vehicle is recycled (wrecking yards will not accept a vehicle without the Certificate of Ownership). The district shall not accept donated vehicles without this documentation.
3. Transportation technology course instructor must also receive the current vehicle registration. If the vehicle is not registered, the donor must have proof that a Planned Non-operation form (REG 102) was submitted to the Department of Motor Vehicles, and that applicable fees have been paid. The district shall not accept donated vehicles without this documentation.

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4. Transportation technology course instructor must also receive a Vehicle/Vessel Transfer and Reassignment form (REG 262) showing the donation from the donor to the school. The district shall not accept donated vehicles without this documentation.
 5. Donor must send to the Department of Motor Vehicles a notice of Transfer and Release of Liability form (REG 138) to protect the donor from future liability.
 6. The Office of College, Career and Technical Education will provide the donor with a letter identifying the donated vehicle by license number, vehicle identification number (VIN) and description. The letter will indicate that only a public or private licensed auction or auto recycling agency is permitted to sell the vehicle, and that all proceeds from such a sale will be deposited to the automotive program trust account.
 7. The Certificate of Ownership and supporting documents will be filed with the Office of College, Career and Technical Education, with copies provided to the course instructor and principal.
 8. Auction and Auto Recycling. Only a private or public licensed auction or auto recycling agency is permitted to sell a donated vehicle. The vehicle keys, title, and supporting documents must be available at the time the vehicle is transported or recycled. All auction and recycling proceeds must be deposited to the automotive program trust account.
 9. Copies of all forms and documents related to the acquiring of the donation and the auction or recycling of the vehicle should be retained for school and district records. Forms may be obtained from the California Department of Motor Vehicles at www.dmv.ca.gov.
 10. Operating and transporting donated vehicles. Under no circumstances shall a district employee or student operate, transport, or tow a donated vehicle on any public roads or highways. The donor must arrange delivery of donated vehicles to the school. Only a licensed and contracted towing agency is permitted to move a donated vehicle at the time of auction or recycling.

E. FORMS AND AUXILIARY REFERENCES

1. Notice of Transfer and Release of Liability form (REG 138), available on the DMV website at http://www.dmv.ca.gov/portal/dmv/detail/forms/formsreg_alpha/
2. Vehicle/Vessel Transfer and Reassignment form (REG 262), available from the DMV (hard copy only) or call the DMV's Automated Telephone Service at 1-800-777-0133 (available 24 hours a day, 7 days a week) to request a form via US mail
3. Certificate of Non-operation, Certificate of Planned Non-operation form (REG 102), available on the DMV website at http://www.dmv.ca.gov/portal/dmv/detail/forms/formsreg_alpha/
4. Application for Title or Registration form (REG 343), available on the DMV website at http://www.dmv.ca.gov/portal/dmv/detail/forms/formsreg_alpha/

F. REPORTS AND RECORDS

1. Copies of all forms and documents related to the acquiring of the donation and auction or recycling of the vehicle should be retained for school district records.

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G. APPROVED BY



General Counsel, Legal Services
As to form and legality

H. ISSUED BY



Chief of Staff