

ADMINISTRATIVE PROCEDURE

SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 9301

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CATEGORY: **Community Relations**

EFFECTIVE: **1-25-90**

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

REVISED: **11-08-2002**

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 policy: 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, K-6500.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the School-to-Career Department, Curriculum and Instruction Division, Institute for Learning.
2. **This procedure includes** vehicles donated to the district that will be used for instructional purposes, junked after they outlive their instructional use, or put back into service and sold.
3. **Proceeds from the sale** will be put into the auto shop trust account. Any profit realized from the sale of vehicles will be used to purchase tools/equipment for the transportation technology courses.

D. IMPLEMENTATION

1. **Donor or representative** contacts the transportation technology instructor or principal with pertinent information regarding a vehicle to be donated and delivers vehicle to school site. Instructor or principal notifies donor that the vehicle will either be used for instruction and junked after it outlives its instructional use, or put back into service and sold. The proceeds from the sale will be put into the auto shop trust account. Any profit realized from the sale of the vehicle will be used to purchase tools/equipment for transportation technology courses. New vehicles received directly from manufacturers or dealers are strictly for instructional purposes and may not be sold in whole or in part. Contact the School-to-Career Department prior to accepting such donations.

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2. **Transportation technology course instructor or principal** must receive the Certificate of Ownership (pink slip) signed by the owner and lien holder if one is listed. It is necessary to have the Certificate of Ownership even if the vehicle is junked (wrecking yards will not accept a vehicle without the Certificate of Ownership).
3. **Transportation technology course instructor or principal** must also receive the current registration. If the vehicle is not registered, the owner must have proof that a Planned Non-operation Form was submitted to the DMV. The district may not accept donations without this documentation.
4. **Transportation technology course instructor or principal** must also receive a Vehicle/Vessel Transfer and Reassignment (Form REG 262) showing the donation from the buyer to the school.
5. **Donor must send** to the Department of Motor Vehicles (DMV) a notice of Release of Liability to protect the donor from problems that could arise after donation.
6. **School shall provide** donor with a “thank you” letter identifying the vehicle by license number, vehicle identification number (VIN) and description of the vehicle. This letter must be on school letterhead and be signed by the transportation technology course instructor and principal. This letter will serve as a receipt for tax purposes.
7. **The Certificate of Ownership (pink slip)**, the current registration or Certificate of Non-operation, the Vehicle/Vessel Transfer and Reassignment Form indicating the school as the new owner, and the vehicle license plates must be turned in to the Department of Motor Vehicles (DMV). The DMV will issue a Junk Receipt for the vehicle that must be retained at the school until the vehicle is sold or given to a junkyard. **At no time** will the vehicle be put into service and driven on a public highway until title is transferred to a new owner.
8. **At the time of sale or of sending the vehicle to a junkyard**, the transportation technology course instructor shall fill out a Notice of Release of Liability and mail immediately to the DMV. New owner receives the Junk Receipt issued by the DMV to the school, Vehicle/Vessel Transfer and Reassignment Form, and a Certificate of Non-operation indicating the time the vehicle was in the possession of the school. The buyer should be informed that the vehicle will need to be taken to the DMV for Vehicle Identification Number (VIN) verification, that the vehicle must be smog

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tested and have an official brake and lamp adjustment certificate at the buyer's expense, and that the buyer will need an Application for Title or Registration (REG 343).

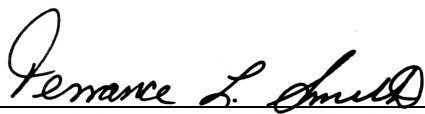
9. **Copies of all forms and documents** related to the acquiring of the donation and the sale of the vehicle should be retained for school district records. Forms may be obtained from the DMV at www.dmv.ca.gov.

E. FORM AND AUXILIARY REFERENCES

1. Notice of Release of Liability, <http://www.dmv.ca.gov/forms/reg/reg138.pdf>
2. Vehicle/Vessel Transfer and Reassignment Form, available from DMV
3. Certificate of Non-operation, Certificate of Planned Non-operation, <http://www.dmv.ca.gov/forms/reg/reg102.pdf>
4. Intent to Donate, Attachment
5. Application for Title or Registration, <http://www.dmv.ca.gov/forms/reg/reg343.pdf>

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education