

BP 6100 Delegation of Authority, Business and Fiscal Affairs

Reference:

Education Code Sections 70902(d); 81655, 81656

The Board delegates to the [Superintendent](#)/President of the [College-District](#) the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (See Board Policy 6340).

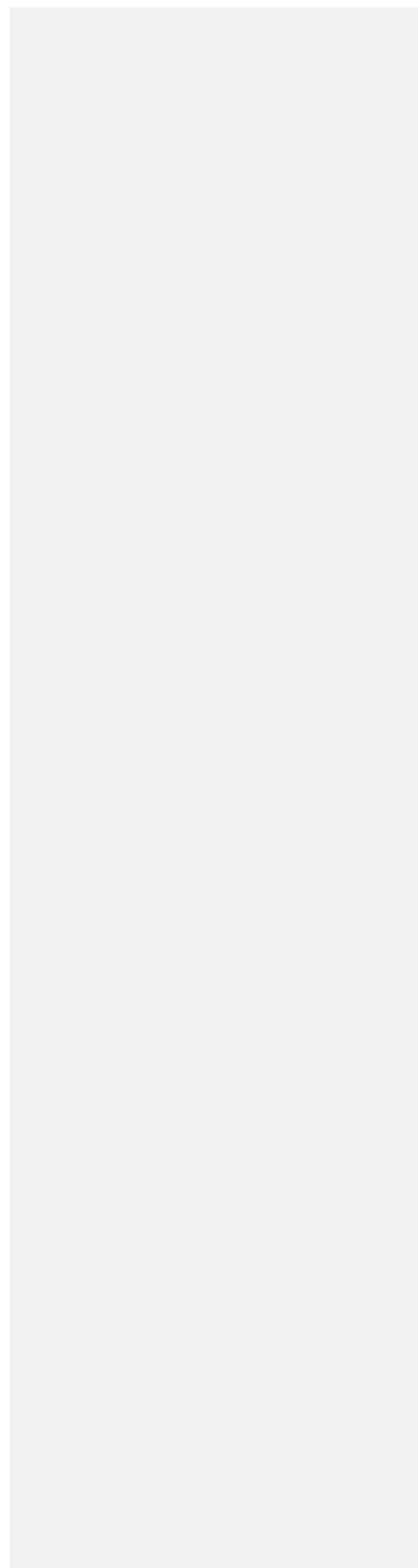
The [Superintendent](#)/President of the [College-District](#) shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

See Administrative Procedures #6100

Revised April, 2015

Approved by the Board of Trustees: April 9, 2002

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BP 6150 Designation of Authorized Signatures

Reference:
Education Code Section 85232, 85233

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Approved by the Board of Trustees April 9, 2002

AP 6150 Designation of A

Approved by the Board of Trustees April 9, 2002

BP 6200 Budget Preparation

Reference:

***Education Code Section 70902(b)(5);
Title 5, 58300 et seq.;
ACCJC Accreditation Standard III.D***

Each year, the [Superintendent](#)/President of the [College-District](#) shall present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state law and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

The annual budget shall support the District's master and educational plans.

Approved

Approved

AP 6250 Budget Management

Reference:

Title 5, Sections 58305, 58307, 58308

Total amounts budgeted as the proposed expenditure for each major classification of expenditures shall be the maximum expended for that classification for the school year, except as specifically authorized by the Board.

Transfers may be made from the reserve for contingencies to any expenditure classification by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

Transfers may be made between expenditure classifications by written resolution of the Board, and must be approved by a two-thirds vote of the members of the Board.

BP 6300 Fiscal Management

Reference:

Education Code Section 84040(c);
Title 5 Section 58311; ACCJC
Accreditation Standard III.D;
2 Code of Federal Regulations
Parts 200.302(b)(6)-(7), 200.305,
and 200.400 et. seq.

The [Superintendent](#)/President of the [College District](#) shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5, section 58311, including:

Adequate internal controls exist.

Fiscal objectives, procedures, and constraints are communicated to the Board and employees.

Adjustments to the budget shall be made in accordance with the provisions of Title 5, section 58311, including:

AP 6300 Fiscal Management Fee

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Approved by the Board of Trustees April 9, 2002

AP 6305 Reserves

Reference:

Budget and Accounting Manual, Chapter 5; Appendix A; Accreditation Standard 9(C)(4)

The target unrestricted general reserves shall be no less than 10% of the unrestricted general fund up to a maximum reserve of \$1.5 million.

Approved by the Board of Trustees April 9, 2002

AP 6307 Debt Issuance and Management

References:

Government Code Section 8855

No later than 30 days prior to the sale of any debt issue, the District shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission through the Commission's online submittal system. The report of the proposed debt issuance shall include a certification by the District that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

No later than 21 days after the sale of the debt, the District shall submit a report of final sale to the California Debt and Investment Advisory Commission through the Commission's online submittal system. A copy of the final official statement for the issue shall accompany the report of final sale. If there is no official statement, the District shall provide each of the following documents, if they exist, along with the report of final sale:

- x Other disclosure document.
- x Indenture.
- x Installment sales agreement.
- x Loan agreement.
- x Promissory note.
- x Bond purchase contract.
- x Resolution authorizing the issue.
- x Bond specimen.

The District shall submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall cover a reporting period from July 1 to June 30, inclusive, and shall be submitted no later than seven months after the end of the reporting period. The annual report shall consist of the following information:

for which is was spent; and (3) Debt proceeds remaining at the end of the reporting period.

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New April 2017, Revised April 2018

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AP 6315 Warrants

Reference:

Education Code Section 85230 et seq.

Procedures and processes will be followed as specified in the Business

Approved by the Board of Trustees April 9, 2002

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AP 6320 Investments

Reference:

Government Code Section 53600 et seq.; Accreditation Standard 9.B.3

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Approved by the Board of Trustees April 9, 2002

AP 6322 Employee Indemnity Bonds

Approved by the Board of Trustees April 9, 2002

AP 6325 Payroll

Reference:

Education Code Section 70902

Pay periods will be by the calendar month for permanent employees, with warrants issued and payable on the last working day of the month.

Pay periods for the non-permanent employees, will have warrants issued and payable on the working day closest to or on the 10th day of the month.

Procedures and

AP 6330 Purchasing

Reference:

Education Code Section 81656;

Public Contract Code Sections 20650 and 20651.

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Procedures and processes will be followed as specified in the Business Office Handbook.

Revised November 2014.

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Approved by the Board of Trustees April 9, 2002

BP 6340 Bids and Contracts

Reference:

Education Code Sections 81641, et seq.;
Public Contracts Code Sections 20103.7,
20112, 20650, et seq., and 22000 et seq.;
Labor Code Sections 1770 et seq.;
Government Code Section 53060;
ACCJC Accreditation Standard III.D.16;
2 Code of Federal Regulations Part 200.318

The Board delegates to the [Superintendent](#)/President of the [College-District](#) the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:

- x Contracts are not enforceable obligations until they are ratified by the Board.
- x Contracts for work to be done, services to o ~~o~~

Approved by the B

Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: December 8, 2009
Amended by the Board of Trustees: October 11, 2011

Purchase without Advertising for Bids

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Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: December 8, 2009
Amended by the Board of Trustees: October 11, 2011

Approved by the Board of Trustees: April 9, 2002

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AP 6350 Contracts – Construction

Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: December 8, 2009
Amended by the Board of Trustees: October 11, 2011

AP 6355 Contracts – Job Order Contracts

References:

Public Contract Code Sections 20665.20 et seq.

The Vice President of Administrative Services shall prepare an execution plan for all modernization projects that may be eligible for job order contracting. The District shall select from that plan a sufficient number of projects to be initiated as job order contracts during each calendar year and shall determine for each selected project that job order contracting will reduce the total cost of that project. Job order contracting shall not be used if the District finds that it will increase the total cost of the project.

Bidding

The District shall prepare a set of documents for job order contracts. The documents shall include a unit price catalog and pre-established unit prices, job order contract technical specifications, and any other information deemed necessary to adequately describe the community college district's needs.

Any architect, engineer, consultant, or contractor retained by the District to assist in the development of the job order contract documents shall not be eligible to bid or to participate in the preparation of a bid with any job order contractor.

Based on the documents prepared, a community college district shall prepare a request for bid that invites prequalified job order contractors to submit competitive sealed bids in the manner prescribed by the District. The prequalified job order contrac

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New: April 2018

This questionnaire shall require information including, but not limited to, all of the following:

- x If the job order contractor is a partnership, limited partnership, or other association, a listing of all of the partners or association members known at the time of bid submission who will participate in the job order contract.
- x Evidence that the members of the job order contractor have the capacity to complete projects of similar size, scope, or complexity, and that proposed key personnel have sufficient experience and training to competently manage the construction of the project, as well as a financial statement that assures the District that the job order contractor has the capacity to complete the project.
- x The licenses, registration, and credentials required to perform construction, including, but not limited to, information on the revocation or suspension of any license, credential, or registration.
- x Evidence that establishes that the job order contractor has the capacity to obtain all required payment and performance bonding and liability insurance.
- x Information concerning workers' compensation experience history, worker safety programs, and apprenticeship programs.
- x A full disclosure regarding all of the following that are applicable:
 - o Any serious or willful violation of Part 1 (commencing with Section 6300) of Division 5 of the Labor Code or the federal Occupational Safety and Health Act of 1970 (Public Law 91-596), settled against any member of the job order contractor.
 - o Any debarment, disqualification, or removal from a federal, state, or local government public works project.

New: April 2018

New: April 2018

a substitution to the subcontractor list,
minimum of seven days' notice to the
the substitution. The community college
substitution request, which shall be in
Section 4100) of Part 1 of the Public

ulation of Chapter 4 (commencing with
, including bid shopping by the primary
the job order or the contractor may lose
ect to the District's administrative due
rsuant to the District's project labor
ob order contractor has violated any
Section 4100) of Part 1 of the Public
ctor ineligible for future job orders and

District.

New: April 2018

AP 6360 Contracts – Electronic Systems and Materials

References:

Education Code Sections 81641 et seq., and 81651; Public Contracts Code Section 20651 et seq.

The district may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340.

Criteria to determine what constitutes a responsive bid shall be established by the Vice President of Administrative Services.

Supplemental instructional software packages may be purchased without t15463T (o)Tj 7S8j 0 Tc 0 5a5 (i)Tj 0.217 0 Td (a)Tj 0.54

AP 6365 Accessibility of Information Technology

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794d); 36 CFR 1194.1 et seq.; Government Code Section 11135; Title 5 Section 59300 et seq.

Whenever the district enters into a contract for the purchase, development, procurement, maintenance or use of any electronic of information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self contained closed products such as copiers, and desktop and portable computers.

Each contract with such a vendor shall contain the following provisions:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify the district from and against all claims, damages, costs, and expenses, including reasonable attorneys' fees, that may be incurred by the district as a result of the vendor's failure to comply with the accessibility requirements of section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations.

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AP 6370 Contracts – Personal Services

Reference:

Education Code Section 88003.1

Government Code Section 53060.4

Labor Code Section 3353

Public Contract Code Section 10335.5

The District may enter into personal services contracts to achieve cost savings when each of the following conditions is met:

- It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;
- The contractor's wages are at the industry's level and do not undercut District pay rates;
- The contract does not cause the displacement of district employees;
- The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;
- The amount of savings clearly justifies the size and duration of the contracting agreement;
- The contract is awarded through a publicized, competitive bidding process;
- The contract includes specific provisions pertaining to the quag

Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: October 11, 2011

- The policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;
- The work meets the criteria for emergency appointment;
- Equipment, materials, facilities, or support services could not feasibly be provided by the District, or
- The services are of an urgent, temporary, or occasional nature.

| Revised April 2016

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Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: October 11, 2011

BP 6400 Financial Audits

Reference:

Education Code Section 84040(b)

ACCJC Accreditation Standard III.D.7.

There shall be an annual outside audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The [Superintendent/President of the College District](#) shall assure that an annual outside audit is completed.

The Budget Subcommittee of the Board of Trustees will recommend a certified public accountancy firm to the Board with which to contract for the annual audit. On a semi-annual basis, the Budget Subcommittee will review the findings and recommendations of the audit report and the progress made by the [College District](#) to comply with

AP 6400

Financial
Audits

Reference:

***Education Code Section 84040(b),
84040.5, 81644; Title 5 Section 59102;
ACCJC Accreditation Standard
9-B.2III.D.7.***

On or before April 1 of the fiscal year, the Board shall approve the selection of an auditor who shall be a certified public accountant licensed by the California State Board of Accountancy (C.P.A.)

BP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

~~Internal Revenue Code (I.R.C.)~~ 26 U.S. Code Sections 274(d)(4) and 280(d)(4)

The Superintendent/President [of the District](#) shall determine if it is in the best interests of the District to provide a cellular or wireless phone at District expense.

Cellular telephones provided by the District for compensatory reasons are classified by the Internal Revenue Service as a fringe benefit, the value of which must be included in the employee's gross income.

AP 6450 Wireless or Cellular Telephone Use

References:

Vehicle Code Sections 12810.3, 23123, and 23124;

~~Internal Revenue Code (I.R.C.)~~ 26 U.S. Code Sections 274(d)(4) and 280(d)(4)

The Superintendent/President of the District shall determine if it is in the best interests of the District to provide a cellular or wireless telephone at District expense.

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AP 6451 Cell Phones

Internal Revenue Service regulations

Approved by the Board of Trustees: April 9, 2002
Adopted: September 8, 2009
Amended by the Board of Trustees: October 11, 2011

The District will acquire three additional cell phones that are not assigned to an individual and that will not be used after the campus is closed. The cell phones will be available to the following departments for on-campus use:

Receiving Department
Security
Multimedia Technician

Group 3. Employees to be paid a s

Approved by the Board of Trustees: April 9, 2002
Adopted: September 8, 2009
Amended by the Board of Trustees: October 11, 2011

BP 6500 Property Management

Reference:

Education Code Sections 81300, et seq.

Property Management

The [Superintendent](#)/President of the [College District](#) is delegated the authority to act ~~as~~ [President](#) (t)Tj .949(r)Tj56 10f 25w (36.2T

AP 6500 Property Management

Reference:

Education Code Section 70902; 81300 et seq.; Accreditation Standard 8.1 and 2

Property Management

The Vice President of Administrative Services shall be responsible for supervising acquisitions of real property, including appraisals and valuations of real property and improvements; securing title insurance policies; dedications or conveyance of easements; vacation of streets and alleys, street lighting and other special assessments; and the condemnation of real property.

Physical Plant/Aesthetics

Buildings:

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Revised November 2014,

Amended by the Board of Trustees: October 11, 2011

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| Revised November 2014
Amended by the Board of Trustees: October 11, 2011

| Revised November 2014
Amended by the Board of Trustees: October 11, 2011

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AP 6530 District Vehicles

Reference:

Title 13, California Code of Regulations, Division 1, Chapter 1

Vehicles made available to the district personnel are for use in the conduct and operation of district business.

The administrative officer of a location is responsible for controlling access to and use of all district vehicles and district rented or leased vehicles assigned to that location.

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of district-owned, rented, or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

The name and California driver's license number of any employee to be authorized to drive district vehicles must be submitted to the area administrator prior to final granting of authorization.

All drivers of district-owned vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations.

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AP 6535 Use of District Equipment

Reference:

Education Code Section 70902;
ACCJC Accreditation Standards III.B.3 and III.C.4

Each member of the District staff shall be responsible for equipment under his or her control. Loss of equipment and unauthorized removal of equipment should be reported immediately to the appropriate administrator.

Equipment that is lost or stolen may be replaced upon submission of a request through the appropriate administrative office. The request must include an explanation about the loss or theft of the equipment and a justification that replacement is essential to the activity served.

District equipment shall not be loaned to persons not employed by or enrolled in the District.

It is the general policy of the Board of Trustees not to loan any school equipment for off-campus use. However, tax exempt organizations within the Gavilan College District may request use of a limited number of equipment items, such as folding chairs, folding tables, and risers.

Equipment shall only be removed from campus with proper authorization from the Vice President of Administrative Services

Revised April 2015

Amended by the Board of Trustees: October 11, 2011

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BP 6550 Disposal of Property

References:

Education Code Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

| The Superintendent/President [of the District](#) is delegated authority by the Board to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

See Administrative Procedures #6550

Amended by the Board of Trustees: October 9, 2012
Amended by the Board of Trustees: December 13, 2011

Approved by the Board of Trustees April 9, 2002

AP 6550 Disposal of Property

References:

Education Code Sections 70902(b)(6), 81360 et seq., and 81450 et seq.

Procedures for the disposal of property shall include:

- Delegation by the Superintendent/President [of the District](#) to appropriate administrator(s) of authority to dispose of property

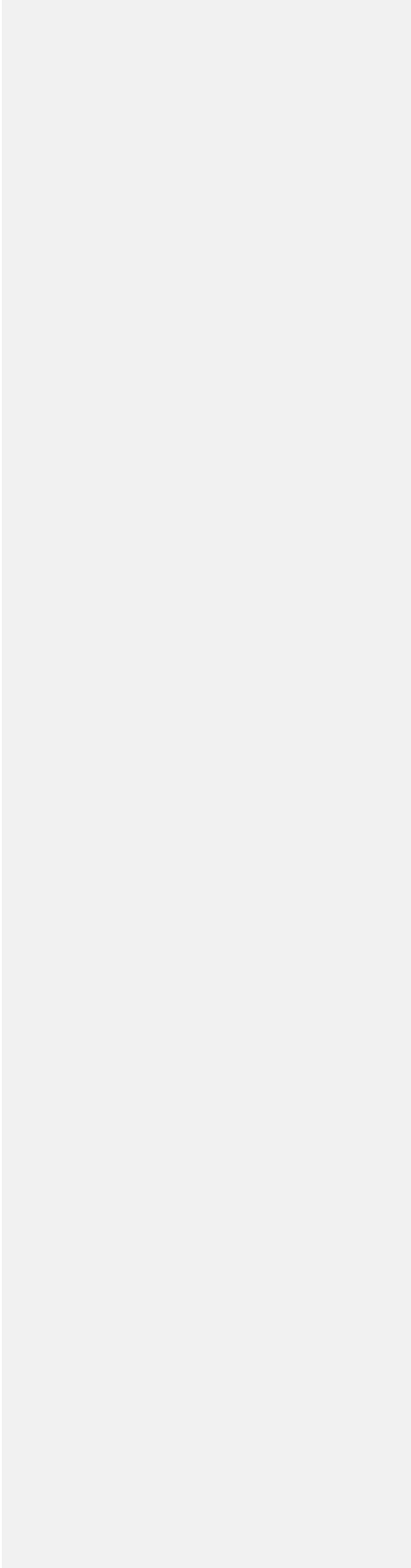
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Amended by the Board of Trustees: November 13, 2007

Approved by the Board of Trustees April 9, 2002

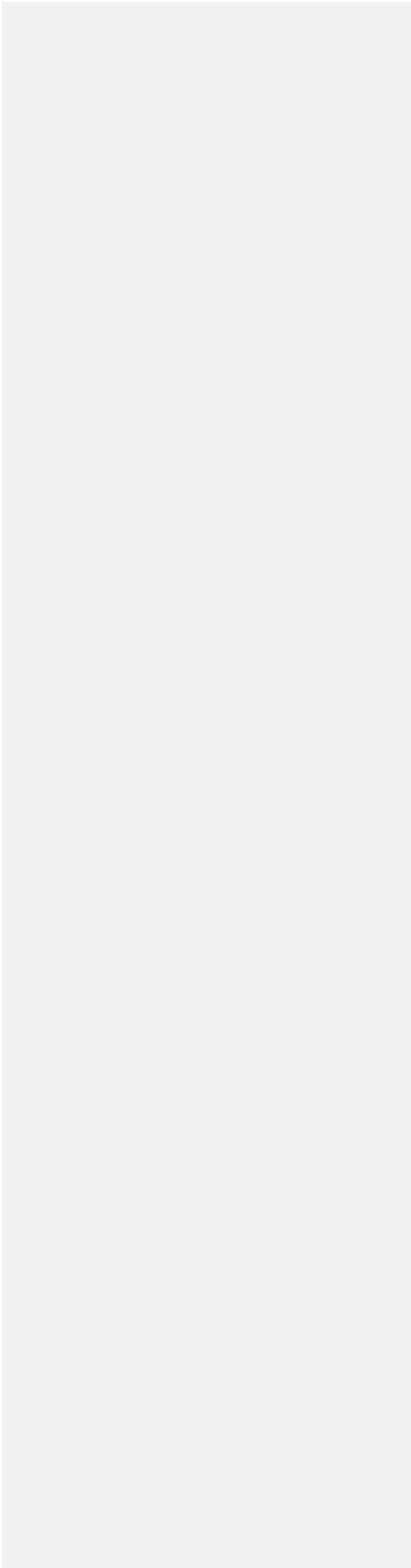
Revised:

BP 6620 Naming Buildings, Classrooms and Other College Facilities



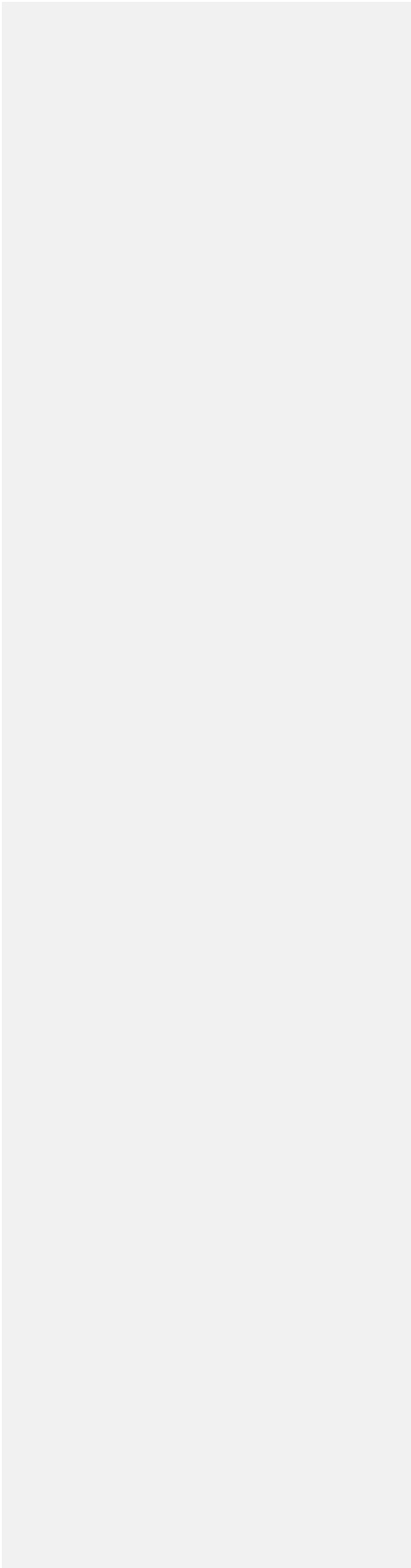
BP 6700 Civic Center and Other Facilities Use

Refer



Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: October 11, 2011
Amended by the Board of Trustees: June 11, 2013
Revised: November, 2014
Revised: April, 2015
Revised: April, 2016

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| Approved by the Board of Trustees: April 9, 2002
Amended by the Board of Trustees: October 11, 2011
Amended by the Board of Trustees:

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BP 6740 Citizens Oversight Committee

References:

Education Code Sections 15278, 15280, 15282;

California Constitution Article XIII A Section 1(b), Article XVI Section 18 (b)

If a bond measure has been authorized pursuant to the conditions of Proposition 39 as defined in the California Constitution, the [Superintendent](#)/President of the [College District](#) shall establish a Citizens Oversight Committee in accordance with the applicable [California](#) [Code](#)

AP 6740 Citizens' Oversight Committee

Reference:

Education Code Sections 15278, 15280, 15282

The Citizens' Oversight Committee is established.

Purposes

- To inform the public about the expenditure of bond revenues;
- To review and report on the proper expenditure of taxpayers' money for school construction; and
- To advise the public as to the Gavilan Joint Community College District's compliance with the Proposition 39 requirements as contained in the California Constitution.

Activities

- Receive and review copies of the annual, independent performance audit;
- Receive and review copies of the annual, independent financial audit;
- Inspect school facilities and grounds to ensure that bond revenues are expended in properly;
- Receive and review copies of any deferred maintenance proposals or plans developed by the Gavilan Joint Community College District and
- Review efforts by the Gavilan Joint Community College District to maximize bond revenues by implementing cost-saving measures.

Members

The committee shall consist of at least seven (7) members to serve for a term of two (2) years and for not more than ~~two-three~~ (23) consecutive terms. Members shall serve without compensation.

The committee shall be comprised of at least:

- One member active in a business organization representing the business community located within the District;
- One member active in a senior citizen's organization
- One member active in a bona fide taxpayer's organization;
- One member of a student both currently enrolled in the Gavilan Joint Community College District and active in a campus group. The student may serve up to six (6) months after his or her graduation;
- One member active in the support and organization of a district

No employee, official, vendor, contractor, or consultant of Gavilan Joint Community College District shall be appointed to the committee.

Assistance

The Gavilan Joint Community College District shall provide the committee with any necessary technical or administrative assistance, as well as other resources, to publicize its conclusions.

Public Meetings

Meetings shall be open to the public and notice provided in accordance with the provisions of open meeting laws.

Reports

At least once a year the committee shall issue a report on the result of its activities. Minutes from its proceedings, all documents received, and reports issued are a matter of public record and shall be made available on an internet website maintained by the District.

Approved by the Board of Trustees: December 13, 2011

Revised: April, 2016

BP 6750 Parking

Reference:

Education Code Section 76360;
Vehicle Code Sections 21113
and 40220

The [Superintendent](#)/President of the [College-District](#) shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.
Parking fees may be established in accordance with these board policies. (See Board Policy 5030)

See Administrative Procedures #6750

Approved by the Board of Trustees April 9, 2002
[Revised April, 2016](#)
[Revised October, 2018](#)

Approved by the Boar

| **BP 6800 Safety**

| Approved by the Board of Trustees April 9, 2002
Revised August, 2006

| **AP 6800 Occupational Safety**

Reference:

Cal/OSHA; Labor Code Sections 6300 et seq; Title 8, Section 3203; Code of Civil Procedure Section 527.8; Penal Code Sections 27

| Approved by the Board of Trustees April 9, 2002
Revised April, 2016

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Approved by the Board of Trustees April 9, 2002

Revised April, 2016

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AP 6850 Hazardous Materials

Reference:

[29 U.S. Code Section 651;](#) P

| Approved by the Board of Trustees April 9, 2002
[Revised October, 2017](#)

BP 6900 Bookstore

References:

Education Code Section 81676

Civil Code Section 1798.90

College bookstore shall be established and operated by either the District or by a private contractor, as determined by the Board of Trustees. (b) (5) - DPP (b) (7) - FOIA

AP 6950 Drug and Alcohol Testing (US Department of Transportation)

Reference:

49 CFR Part 40

No District vehicles or District rented or leased vehicles are subject to these regulations.

No District employee shall operate the following commercial motor vehicle:

a vehicle with a gross combination weight of at least 26,001 pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds;

a vehicle with a gross vehicle weight of at least 26,001 pounds;

a vehicle designed to transport 16 or more passengers, including the driver; or

a vehicle used to transport those hazardous materials found in the Hazardous Materials Transportation Act.