

<b>GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE</b>	<b>DATE: 12/2/18 REVISED:</b>
<b>MOTORIST ASSISTANCE</b>	<b>PS1</b>

**OVERVIEW**

Establishes procedures for obtaining a motorist waiver of liability prior to rendering services to motorists who require assistance.

**FORMS USED**

Motorist Assistance ~~Waiver Form~~ ~~Waiver of Liability form PS1-F1~~

**CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE:**

None.

**PRIMARY STAKEHOLDER:** District ~~Public Safety Director~~ ~~Police Chief~~

**COMMENTS**

Every reasonable effort is made to assist motorists who require assistance for lock-outs, ~~and/or~~ battery jump starts, ~~or other minor emergencies.~~ However, because Public Safety personnel are not professional automotive technicians, bodily injury to the employee or damage to the vehicle may occur while service is being rendered. This procedure is intended to (1) document the amount and type of motorist services that are provided by Public Safety and (2) to obtain a liability waiver from the motorist in order to protect the District's interests.

In no situation shall a District employee perform a service that he or she does not feel he or she can safely handle.

Approved: ~~Jeanne L. Atherton~~ ~~Cindy Miles~~ \_\_\_\_\_

Issued: ~~24/16/1897~~

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: <u>12/15/2018</u> REVISED:
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**STEP TASK PERFORMED BY**

**DESCRIPTION**

- |   |  |
|---|--|
| 1 | <p><del>College Police</del><u>Campus and Parking Services</u> <b>Assess Situation</b></p> <p>Determine appropriate level of response.</p> <p>If outside help would be more appropriate, or if the motorist has an auto club or other similar professional service, inform the motorist that they must use outside help and offer the use of a phone. Fill out the Motorist Assistance form. Use the comments section to state why the service request was routed to an outside service.</p> <p>If the service can safely be performed by District staff, go to step two.</p>  |
| 2 | <p><del>College Police</del><u>Campus and Parking Services</u> <b>Fill Out Motorist Assistance Form</b></p> <p><i>Before</i> providing motorist assistance, enter the following information on the Motorist Assistance form:</p> <ul style="list-style-type: none"> <li>• date</li> <li>• make of vehicle</li> <li>• model of vehicle</li> <li>• vehicle license number</li> <li>• state</li> <li>• location (Cuyamaca/Grossmont)</li> <li>• time</li> <li>• type of service requested</li> <li>• driver's license number for the motorist</li> <li>• <del>officer</del><u>CAPS specialist</u> name and ID#</li> </ul> |
| 3 | <p>Motorist</p> <p><b><u>Form Waiver of Liability</u></b></p> <p><b>Read and Sign <u>Motorist Assistance Waiver</u></b></p> <p>Read the form completely. Print name in the space provided. Sign in the space provided.</p>   |
| 4 | <p><del>College Police</del><u>Campus and Parking Services</u> <b>Enter Comments as Required</b></p> <p>Use the comments space to document if the assistance cannot be provided or if circumstances</p>  |

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do not permit department personnel to safely provide assistance.

- 5     ~~College Police~~Campus and Parking Services     **File Completed Forms**  
Place completed Motorist Assistance forms in the ~~DAR/~~Report in-box at the ~~Dispatch Center.~~Public Safety Office.
- 6     ~~Police Supervisor~~Public Safety Director     **Review Forms**  
Route forms for filing.