

TRANSPORTATION MANAGEMENT:
SCHOOL-OWNED VEHICLES

CNB (REGULATION)

RESPONSIBILITY OF
EMPLOYEE

It is the responsibility of each driver to be physically and mentally capable of operating the vehicle safely at all times. No driver shall operate a vehicle after having consumed alcoholic beverages or taken medication/drugs, which could affect his/her alertness.

Drivers shall obey all traffic laws and observe legal speed limits. Traffic citations shall be the responsibility of the driver.

It is the responsibility of the employee to whom the district vehicle is assigned to see that it is kept in good mechanical operating condition. Should problems with the vehicle occur while out of the district, the employee is directed to contact the Director of Transportation for assistance. If the Director is unavailable, reasonable, necessary repairs should be made or other accommodations made to ensure the safe operation of the vehicle.

EMPLOYEE
CERTIFICATION

Employees who use district-owned vehicles shall have a valid Texas Driver's License. Any employee transporting students in either a district-owned, leased or personal vehicle must have a Commercial Driver's License if such transportation is part of the employee's regular duties or if the employee receives compensation for that service.

Volunteer drivers using either a district-owned, leased or personal vehicle that do not receive compensation for transporting students may drive with a valid Texas Class C Driver's License.

PERSONAL USE

District vehicles shall **not** be used for personal reasons unless prior approval is received from the Superintendent or Board of Trustees. Employees who violate this provision of policy will be subject to disciplinary action, up to, and including termination of employment.

RIDERS	No rider shall be permitted in the vehicle other than District representatives or other authorized riders. No hitchhikers shall be carried in a district-owned vehicle. Members of an employee's family shall not be carried in a district-owned vehicle unless the Superintendent grants prior approval. It shall be the driver's responsibility to ensure that all students in the vehicle wear seat belts.
RESERVATIONS	<p>The district-owned vehicles will be reserved/checked out through the transportation department by completing a REQUEST FOR VEHICLE form. The completed request should be submitted ten (10) days in advance and have the approval/authorization of an employee's immediate supervisor.</p> <p>Vehicles are scheduled on a first-come, first-served basis and are subject to availability. Before reserving a vehicle for travel to an event with common date and destination that other personnel may attend, employees should contact other participating and attempt to share one vehicle for that travel.</p>
CARE OF VEHICLE	Return the vehicle free of trash. Report any condition problems to the Director of Transportation. The employee who reserved the vehicle is solely responsible for any damage, outside of normal wear and tear, that may occur to the vehicle and may be required to compensate the district for malicious treatment of the vehicle.
DISTRICT IDLING POLICY	To conserve fuel and improve air quality. No Carroll ISD vehicles will be permitted to idle more than 5 minutes.
TRIP TICKET	The employee shall complete the Trip Ticket sheet that is contained in the vehicle glove compartment. Odometer readings shall be recorded prior to departure and upon return of the vehicle to the transportation department. Also, gasoline and maintenance receipts must be attached to the completed form.

Date Issued: February 11, 2008