

TRANSPORTATION MANAGEMENT

CN
(REGULATION)

See the following pages for regulations on transportation management relating to:

- I. Student Travel and Transport – 2 pages
- II. Employee Travel and Transport – 1 page

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I. Student Travel and Transport

RATIONALE

A District-owned or -contracted *passenger vehicle, school bus, or motor bus carrier*, that meets prescribed safety standards, may be used by an employee driver of the District for the transport of students for school business or school activity travel provided that the following procedures are followed and precautions are taken.

The District prohibits the use, rental, lease, loan, or purchase of vans designed to carry ten (10) to eighteen (18) passengers (commonly referred to as “commuter” vans).

At NO time shall students be authorized to transport other students to or from school-related activities in any vehicle.

AUTHORIZATION
PASSENGER
VEHICLE

An employee of the District may not use any District-owned or -contracted *passenger vehicle* for school business or school activity to transport students unless the employee has received prior written authorization from their principal/supervisor or their designee.

This prior authorization would insure:

1. A valid Texas driver's license
2. Statutory liability insurance limits on the vehicle being used.
3. A valid inspection sticker on the vehicle being used.
4. That the employee is fully aware of what constitutes a *passenger vehicle* and when that vehicle can be used to avoid violating State and/or federal law.
5. A pre-employment and annual driver's license check must be made by the Department of Public Safety and the driver's driving record must be acceptable under the 10-point evaluation system as defined by 37 Texas Administrative Code 14.14. Any person who has accumulated ten or more penalty points shall be considered ineligible to transport students until such time as he/she may become qualified.

At NO time shall students be transported in employee-owned vehicles.

SCHOOL OR
MOTOR BUS

If an employee of the District is transporting students at anytime using a *school bus* or *motor bus* carrier, that employee or bus driver must meet the following requirements.

1. Must be 21 years or older.
2. May not operate a vehicle used as a school bus until he/she has been properly licensed to operate a school bus.

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3. Prior to operating a motor vehicle as a *school bus*, the driver must undergo a physical examination that confirms the physical and mental capabilities to safely operate a school bus.
4. The required physical exam must occur annually for each driver.
5. A pre-employment and annual driver's license check must be made by the Department of Public Safety and the driver's driving record must be acceptable under the 10-point evaluation system as defined by 37 Texas Administrative Code 14.14. Any person who has accumulated ten or more penalty points shall be considered ineligible to transport students until such time as he/she may become qualified.
6. The driver must be able to provide documentation that all state required training has been completed and is current.
7. The driver will be required to be drug and alcohol tested and will be subject to random drug-testing.

USE OF SAFETY
RESTRAINTS

All occupants will use seat/chest belts, when available, while the vehicle is in motion.

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II. Employee Travel and Transport

RATIONALE A District-owned or -contracted or employee-owned *passenger vehicle, school bus, or a bus* may be used by an employee driver of the District for school business or activity travel or transport of employees only, provided that the vehicle meets prescribed safety standards and the following procedures are followed and precautions are taken.

AUTHORIZATION An employee of the District may not use any District-owned or -contracted or employee-contracted vehicle for school business or activity for his or her or other employee transport unless he or she has received prior authorization from the principal/supervisor or designee.

This prior authorization would insure:

1. A valid Texas driver's license that is not under consideration for suspension nor on probationary suspension under Transportation Code 521.294 (Texas Traffic Laws).
2. Statutory liability insurance limits are met on the vehicle being used.
3. A valid inspection sticker on the vehicle being used.
4. That the employee is fully aware of what constitutes a *passenger vehicle* and when that vehicle can be used to avoid violating State and/or federal law.

Once an employee has secured all of the required trip authorizations and met all requirements in accordance with District policy [including signing of the campus/department "Employee Driver Authorization" form, see CN (REG) (EXHIBIT)], the employee may obtain a District-owned vehicle, contract for a vehicle, or use his or her personal vehicle.

Principals/department heads will provide a listing to the Assistant Superintendent for Administrative Services or designee of those employees who might use a District-owned or -contracted vehicle. This listing shall also include those employees who might use their personal vehicle for District use regularly. A review of the driving record for those individuals will be conducted, and the principal/department head of those individuals with adverse records will be notified.

A list of qualified automobile and truck rental agencies, including approved contract bus companies, may be obtained from the Purchasing Department.

USE OF SAFETY RESTRAINTS All occupants will use the seat/chest belts, when available, while the vehicle is in motion.