

## Northwest Independent School District

### Risk Management Guidelines for the use of a District Vehicle

**Driver Approval:** District vehicles may only be driven by employees that qualify to drive and are approved by the Executive Director of Personnel Services. The following information is required in order to be considered:

- Driver's Certification of Violations and Annual Review of Driving Record
- Copy of valid driver's license
- Signed Driver's acknowledgement

All requests for driver approval will be approved or denied within 5 days of receipt. Information regarding the approval or denial of request will be returned to the individual and their program director. No one will be approved to operate a District Vehicle until they have been approved and the requested paperwork has been submitted and approved.

**Driver Requirements:** An employee will be disqualified from driving a District vehicle if they have been:

- convicted of any felony charges
- driving under the influence conviction within a prior ten year period
- convicted of possession of a substance within a prior ten year period
- violation which resulted from speeding 15 miles per hour over the posted speed limit within the past 3 years
- no more than 2 moving violations within the past 3 years
- no more than 1 accident within the past 36 months where it was determined to be the individual's fault
- no major violations within the past 3 years including but not limited to failure to stop at the scene of an accident, driving while license is suspended or revoked, reckless driving, possession of an open container of alcoholic beverage, speed contest, drag racing or attempting to elude an officer of the law
- determined not to meet driving standards used by Durham Transportation Services

The District reserves the right at any time to perform MVR – Motor Vehicle Report on any employee who will be driving the District vehicle. The District will perform an annual MVR on all employees driving District vehicles.

Employee must report any of the violations listed above within 48 hours of the offense. The report should be made to the Supervisor and Executive Director of Personnel Services at 817-215-0071.

Each year employees who operate District vehicles must complete a Driver's Certification of Violations and Annual Review of Driving Record (**See attached**).

**Driver Responsibilities:** The driver shall use seat belts. It is the operator's responsibility to ensure that all passengers use seat belts and/or shoulder harnesses when the vehicle is in operation. Drivers are expected to operate the vehicle in a safe manner and obey all traffic laws.

All drivers are responsible for safeguarding the vehicle and must follow all District, Local and State regulations. Inappropriate use of District vehicles can result in revocation of privileges and disciplinary actions. **Drivers are responsible for traffic citations, including illegal parking fines and speeding tickets, incurred while in control and operation of the vehicle.**

Use of the vehicle is limited to the transportation of NISD students/employees to and from district events. At no time should the vehicle be used for personal use. The vehicle is not available for loan to other entities. Only authorized and approved NISD employees are authorized to drive and operate the District vehicle. At no time should a student, regardless of their age be allowed to drive the District vehicle.

Smoking or the use of tobacco products is prohibited in District vehicles.

Pets and/or animals are not permitted in District vehicles.

The consumption of alcohol before or during operation of the District vehicle is strictly prohibited.

**Vehicle Malfunction:** If you have any difficulty with the vehicle that prevents its' operation please contact the District emergency number (817)215-0999 for instructions.

When returning a vehicle that has malfunctioned, the driver shall immediately report and notify the Maintenance Department.

If the malfunction is a safety hazard, the vehicle will be sent out for service and will not be available for employee use until it is repaired. The Maintenance department will notify anyone who has reserved the vehicle if it will not be available for scheduled use.

**Vehicles are not to be abandoned.** If a vehicle is left unattended, the driver is responsible for insuring that it is locked and left in a safe location, preferably a repair facility or District Facility. The District emergency number (817) 215-0999 should be called immediately to report the location of the vehicle and determine what next steps need to be taken.

**Vehicle Accident and Insurance:** In an event of an accident, **Vehicle Accident Form (See Attached)** will be located in the glove compartment. A full statement of facts concerning every accident must be submitted within twenty-four hours of the accident to the Executive Director of Personnel Services. The driver is responsible for submitting a

detailed description of the accident, parties involved, witnesses, damage to the vehicle and the police report number and any other information.

Proper information is to be exchanged at the scene of the accident, including name, phone number, driver license and vehicle license numbers, insurance carrier, and employer of persons involved. This information must be forwarded to the Executive Director of Personnel Services, who will review the accident report and submit a report to the District's insurance carrier, as appropriate.

Damage resulting from an accident involving a District vehicle is covered under the District's insurance program. The Department that has been issued the District Vehicle is responsible for damages or related costs to the District vehicles, including towing charges, resulting from an accident.

For accidents which involve serious injury or which render the vehicle inoperable, employees should contact the District emergency number (817-215-0999) immediately.

**I hereby acknowledge that I am aware of the responsibilities and duties associated with operating a District Vehicle and agree to comply with those duties and responsibilities.**

\_\_\_\_\_  
**Employee Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**