

## Clear Creek Independent School District Driver Agreement Form

Clear Creek ISD owned vehicles are used daily in our operations. In order to protect our employees, students, and the general public, established safe operation procedures must be followed by ALL drivers. All employees driving vehicles on behalf of CCISD are required to operate their vehicles safely and legally at all times.

The following “**Rules of the Road**” are effective immediately and must be adhered to whenever operating a district vehicle:

- Only CCISD employees on the Master Drivers List are authorized to drive a district vehicle.
- All drivers are required to abide by all federal, state, and local motor vehicle regulations, laws and ordinances.
- All fines, defense costs and other legal penalties arising out of ticketed offenses are the responsibility of the driver.
- Keys must never be left in a vehicle while unattended.
- All vehicles must remain securely locked while unattended.
- Vehicles are only to be used for Clear Creek ISD business.
- Primary fueling sites for district vehicles are the Clear Creek Transportation Department and the Clear Creek Central Support Facility. Any off site fueling requires that a fuel receipt be submitted to the Transportation Department for recordkeeping and **must include the odometer reading at the time of fueling.**
- Prior to starting a vehicle, drivers are required to inspect the vehicle exterior and the area around the vehicle checking tires, leaks, body condition and clearances to vehicles and objects. Any defects or concerns should be reported immediately. **Failure to report any damage will result in corrective action which may include revoking the authorization to operate a District vehicle.**
- Drivers are responsible to ensure that all required documents are in the vehicle glove box (insurance card and accident reporting form).
- **ALL accidents** must be reported immediately to your supervisor and the **Transportation Department** at 281-284-0600 or 281-923-0345 and Law Enforcement **MUST** be called to the scene.
- Drivers are required to notify their supervisor of any tickets, accidents, revocations, suspensions, or other violations they have received while driving a personal or district vehicle as this may affect their ability to continue to drive a district vehicle. Notification must be as soon as reasonably possible as but no later than the next scheduled day of work.
- Drivers who accumulate (5) points on their driver’s license must appear before the Accident Review Board. The Accident Review Board will then recommend whether to suspend, reassign, or allow the employees who accumulate (5) points to continue driving Clear Creek ISD vehicles. The decision made must be kept in each respective employee’s file. Failure to comply with this requirement will result in administrative action that may include termination.
- A driver may not operate a vehicle at any time when his/her ability is impaired, affected, or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.
- The driver and all occupants are required to wear safety belts when operating or riding in a vehicle.
- Drivers shall not transport flammable liquids and gases unless a DOT or UL approved container is utilized, and only then in limited quantities and only when necessary.
- Drivers shall not use cell phone devices while driving.

I have received, read, and understand these rules. I agree to adhere to these rules at all times. I also understand that failure to follow these practices can result in disciplinary measures up to and including termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_