

TRANSPORTATION MANAGEMENT:
DISTRICT VEHICLES

CNB-R

NONSCHOOL USE

District-owned vehicles may be made available for nonschool purposes so long as normal school operations are not impeded. Such groups will comply with the following:

1. The organization or group must agree in writing to assume all liability and hold harmless and indemnify the District, its Trustees, employees, and agents, for any liability for injury or damages arising out of the organization's or group's use of a District vehicle.
2. A copy of the certificate of insurance must be on file in the transportation office showing coverage in a minimum amount of \$500,000 per bus occupied and showing Kerrville Independent School District as additional insured.
3. The driver must hold a valid Texas commercial driver's license and be a District-employed bus driver.
4. Prior to any nonschool use, a contract must be signed by the transportation director and the official representative of the organization requesting use of a District vehicle.
5. The organization or group must execute a user agreement assuming responsibility for any damage to the vehicle while it is in use by the group.
6. The group will pay a charge per mile to be determined by the District on a yearly basis for the total cost of operation, including the cost of a driver, if provided by the District.
7. Payment must be made to the District's transportation fund within 30 days following the use of the District vehicle. Failure to make timely payment will make an organization ineligible for future use of a District vehicle.
8. The use of District vehicles will be limited to use by organizations that work with public school age children.
9. District vehicles may not be used for overnight trips and must not travel more than 75 miles from the District boundary or outside the state of Texas without specific approval from the Board of Trustees or designee.

SCHOOL-RELATED

Reservations for District vehicles for extracurricular activities must be made by sending a request form to the principal eight (8) days in advance.

District vehicles needed for approved field trips must be requested at least ten (10) days in advance.

These requests must be signed by the principal (or designee) or, in the case of an athletic event, by the athletic director (or designee).

Each stop requested for a field trip must be listed in advance. The transportation department will decide on routes to be used as appropriate for the vehicle size, traffic patterns, etc. The driver cannot change the route except in cases of emergency. Group sponsors are in charge of student behavior on field trips, in accordance with the Student Code of Conduct. Eating on buses may be allowed on special trips when it is supervised by teachers and sponsors. Glass containers are prohibited for safety reasons. The driver will determine the loading return time according to actual driving time needed in conjunction with road conditions.

PERSONAL USE

To satisfy IRS requirements, the following rules will apply to District cars, trucks, and any other vehicles other than school buses:

1. A vehicle owned or leased by the District may be provided to one or more employees to use for District business.
2. For bona fide business reasons, the District may require an employee to commute to and from work in a District vehicle.
3. Use of a District vehicle for personal purposes is not permitted, other than commuting or *de minimis* personal use, such as stopping for a personal errand between business use and the employee's home.
4. The District will account for the commuting use by reflecting an appropriate amount, in accordance with IRS regulations, in the employee's gross income on the annual Form W-2.

SAFE OPERATION

If an employee so chooses, he or she may leave the District vehicle on school property when it is not being used for District business and will not be charged for its use.

All District vehicles will be operated in the safest manner possible. The following guidelines will apply to District cars, trucks, and any other vehicles other than school buses:

1. When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should operate a District vehicle after having consumed alcoholic beverages or taking medication that may cause drowsiness.
2. Drivers will obey all traffic laws and observe legal speed limits at all times.
3. Any traffic citations will be the responsibility of the driver.
4. Employees will be responsible for maintaining in good mechanical operating condition any vehicles assigned to them.

Necessary repairs may be requested on a transportation department work order.

[See CNC (LEGAL) for safety requirements for school buses.]