

This regulation applies to District employees and volunteers (Drivers) who operate District owned, rented or leased vehicles while furthering the business of CCISD.

**Driver Qualifications**

The following qualifications are prerequisites for operating a District-owned vehicle.

- a. The Driver must hold a valid Texas driver’s license for the type of vehicle to be driven and have it available for inspection and verification purposes when requested.
- b. The Driver must attend a district driver training course within the first six months of his or her assignment. This course must be completed once every three years in order to renew certification. The driving course is provided through the Transportation Department.
- c. A motor vehicle records (MVR) check will be performed prior to driving a district owned vehicle and will be reviewed at least annually. A district vehicle driver must not have an excessive number of accidents or traffic violations. See Driver Status Evaluation & Point System below.
- d. The driver must sign the Clear Creek Independent School District Driver Agreement Form. [CNB1(EX-HIBIT)]

**Driver Status Evaluation & Point System**

A Ten Point Evaluation System has been adopted by CCISD as the means to determine the eligibility of drivers of district vehicles (excluding bus drivers and others driving buses). Point assessments are based on violations on a driver’s MVR going back three years from the date of the current year of review. The most common violations are listed below; the complete list of assessments is outline by Title 37, Texas Administrative Code, paragraph 14.14.

At-fault Accident/Negligent Damage to District Property	2 Points
Speeding	2 Points
Failure to Yield	2 Points
Stop Light/Sign Violation	2 Points
Failure to Maintain Control	2 Points
Improper Turn/Lane Change	2 Points
Following Too Close	2 Points
Failure to Wear Seat Belt	2 Points
Eluding Law Enforcement Officer	3 Points
Failure to Provide Proof of Insurance	3 Points
Reckless Driving	3 Points
Driving with Suspended License	10 Points

Failure to Stop & Render Aid	10 Points
Hit and Run	10 Points
DUI/DWI	10 Points
Current License Suspended/Revoked	10 Points
Any Felony Involving a Vehicle	10 Points

For moving violations not listed, points will be assigned by the Business Services office in consultation with the Transportation Department, based on circumstances and level of threat or harm to public safety.

\*Any convictions resulting from an at-fault accident will be assigned either the points of an at-fault accident or the points for the violation, whichever is higher. At-Fault category may serve as a comprehensive category for situations not specifically cited such as failure to secure a load, failure to set parking brake, etc.

**Point Accumulations**

**Acceptable (zero points):** Driver may drive without limitations.

**Marginal (2-4 points):** Driver may drive, but is subject to review of qualifications and counseling at any time by the Supervisor. There may be requirements to attend a District-approved Defensive Driving Course (DDC) at Driver’s own expense.

**Probation (5-9 points)\*\*:** Driver may drive but is subject to review of qualifications. Driver should be counseled by the Supervisor or Coordinating Authority and the CCISD Accident Review Board, and placed on driving probation for thirty (30) days following review. The Driver shall be required to attend DDC within sixty (60) days of review at Driver’s expense.

**Unacceptable (10 points):** Driver may not operate any district vehicle on behalf of the district at any time, under any circumstances, and without exception.

\*\*Probation is defined as a status attained when an employee has accumulated a point assessment of 5-9 points. The intent of probation is to alert the Driver that a potential for loss of driving privileges exists should additional points be accrued. The Driver will be ineligible and shall remain ineligible until re-qualification occurs.

When driving is an essential function and an employee is disqualified from driving:

- a. Employee will not be allowed to continue to drive on District business at any time.
- b. Employee may be assigned non-driving duties as authorized by the Superintendent or designee.

- c. Employee may ride as a passenger if approved by the supervisor and the Assistant Superintendent of Human of Human Resources.

**Responsibilities**

**Coordinating Authorities – Human Resources, Directors or designees responsibilities include:**

- a. Vehicle storage and use arrangements.
- b. Completing and maintaining required reports, i.e., Vehicle Accident/Property Damage Report, CCISD Driver Information Form.
- c. Screening Drivers for driving eligibility, annually verifying eligibility and furnishing the Business Services office with a current list of drivers.
- d. Ensuring Drivers receive training in the safe operation and maintenance of CCISD vehicles and/or specialized equipment.
- e. Taking disciplinary action associated with non-compliance.
- f. Considering driver training, performance, and fleet safety accountability in job performance evaluations.

**Employee Supervisors and Volunteer Coordinating Authorities shall be responsible for:**

- a. Monitoring to ensure Drivers are in a physical condition to drive safely.
- b. Reviewing a Driver's driving record after each report of any accident or moving violation to determine action concerning driving duties.
- c. Submitting to the Transportation and Business Services Departments the Clear Creek Independent School District Vehicle Accident and Property Damage Report, by close of business the next workday following an accident.
- d. Responding to the scene of an accident, taking pictures, and beginning an investigation, where possible.
- e. Verifying proper district vehicle preventive and corrective maintenance (per manufacturer recommendations and district maintenance and operations procedures) is accomplished and documented.

**Drivers shall be responsible for:**

- a. Performing regular inspections of district vehicles.
- b. Reporting violations of this administrative regulation to their supervisor and/or Coordinating Authority.
- c. Possessing a valid Texas driver license available at all times, and to present for inspection and verification purposes when requested.
- d. Reporting to a Supervisor or Coordinating Authority, immediately, when:
  - Any accident, moving violation, or damage to property occurs
  - A driver's license has been revoked or suspended for any reason
  - A medical or other condition occurs or a medication prescribed or taken that would affect the ability to drive safely
  - Filing an accident report with law enforcement when involved in a vehicle accident
  - Attending district sponsored training within six (6) months from date of hire and once every three years thereafter
  - An inspection or observation indicates that a district vehicle may be unsafe to drive

**Business Services Responsibilities:**

- a. Serve as district liaison with insurance carriers.
- b. Recommend procurement of district automobile liability insurance.
- c. Pursue district vehicle damage recovery from responsible parties.
- d. Conduct or coordinate appropriate supplemental training.
- e. Maintain the current list of district drivers.
- f. Periodically review and make recommendations for modification of this administrative regulation.
- g. Participate in Accident Review Board meetings.

**Transportation Department Responsibilities:**

- a. Conduct supplemental accident investigations.
- b. Host Accident Review Board post-accident. Board will make recommendations to the Transportation and Human Resources Departments regarding driving status and potential disciplinary action, if any.
- c. Conduct MVR checks and communicate findings to hiring authority with the exception of CDL holders in the transportation department.
- d. Maintain district driver and accident records.