

TRANSPORTATION MANAGEMENT
USE OF SCHOOL-OWNED VEHICLES

CNB
(REGULATION)

EXTRACURRICULAR
ACTIVITIES AND FIELD
TRIPS

School buses shall be available for school-sponsored activities that involve students and school employees. The earliest departure time allowed for trips is 4:00 A.M.

EXPENSE

Unless the Board has approved the use of the unencumbered transportation fund for that purpose, school organizations using buses for extracurricular activities or field trips shall reimburse the transportation fund at a rate based on the actual cost of operation, calculated in accordance with State Board rules.

EMPLOYEES AND/OR
SPONSOR'S CHILDREN

Employee's and sponsor's children are not permitted to accompany their parents on the school bus unless they are part of the organization who requested the trip.

NON-SCHOOL GROUPS

District-owned vehicles may be made available to local or organizations and groups, for in-town service only, so long as normal school operations are not impeded. Such groups will be required to meet the following criteria and requirements.

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 organizations' or group's use of District vehicles.
2. The driver must be a certified driver for the District.
3. The group will pay a charge based on the current cost per mile and/or equivalent hourly rate, whichever is greater.
4. Prior to any non-school use, a contract must be signed by the Transportation Director and the official representative of the organization requesting use of a District vehicle.
5. 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.

SCHOOL RELATED
USE

Reservations for District vehicles for extracurricular activities must be made by a request through the online field trip system 10 days in advance. This system is located on the transportation web page.

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Emergency request will be considered with input from the Director of Transportation or designee.

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 rule 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. If an employee lives outside of Ector County, approval needs to be granted by the Superintendent or designee.
3. Use of a District vehicle for personal purposes is not permitted other than commuting or *de minimis* personal use.
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.

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.

SAFE OPERATIONS

All District vehicles will be operated in the safest manner possible.

The following guidelines will apply to the operation of 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 beverage or taking medication that may cause drowsiness.
2. Drivers will obey all traffic laws and observe legal speed limits at all times.

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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.