

EMPLOYEE GUIDELINES AND PROCEDURES

OPERATING DISTRICT VEHICLES

DEFINITION: A District Vehicle is any vehicle that the district owns or leases.

GUIDELINES: To drive a District Vehicle, you must have the following on file at Transportation:

- A copy of your valid Texas driver's license. **Must be a valid Texas driver's license.**
- An annual DPS driver's license check performed by transportation and approved by the Director of Transportation.
- It is your responsibility to furnish a copy of any violations you receive in a district vehicle as well as your own personal vehicle while employed by Grand Prairie ISD.

No one is allowed to drive a District Vehicle unless they are an employee of the district and have been approved to drive by the Director of Transportation.

- If you allow anyone other than an approved district employee to drive your assigned vehicle it could result in suspension or termination.
- Absolutely no students are allowed to drive a district vehicle.
- District Vehicles are for District use only. They are not to be taken home or used for personal errands.

Employee Responsibilities for use of a District Vehicle:

- Keeping the vehicle clean inside and outside.
- Make sure to always have an emergency card on hand.
- Reporting any mechanical failures to the Transportation Department.
- Reporting any damage to the vehicle to the Director of Transportation and your Supervisor immediately.
- **No Smoking or use of any Tobacco products in a District Vehicle.**
 1. Tobacco use of any kind is prohibited on school property: Texas Ed. Code 38.006.
 2. The use of Tobacco products in a District Vehicle will result in a warning letter in your file, suspension and/or termination.
- **No Alcohol, hallucinogens, or other substances regulated by the**

Texas Controlled Substances Act while in a district vehicle.

1. Alcohol and Drugs are prohibited on school property: Texas Ed. Code 38.011, 37.016, 37.015.
2. Use of Alcohol or Drugs will result in suspension or termination of Employment.

MOVING VIOLATIONS: Consequences to District Employees that receive a citation in a District Vehicle.

- The following consequences will be at the discretion of the Transportation Director and the employee's Department Director, consideration will be given to the employees current driving record from DPS, history of preventable accidents and any history of negative documentation regarding a district vehicle.
 1. First violation, employee will receive a letter of warning from the employee's
 2. Department Director and defensive driving at the employee's expense
 3. Second violation, employee will receive a one-day suspension without pay
 4. Third violation, three-day suspension without pay.
 5. Fourth violation, employee will no longer be allowed to drive a district vehicle and/or termination or reassignment.

****Consequences are for three years, the duration of the ticket.*

****If an employee receives any traffic ticket, including the tickets issued by camera surveillance or for misuse of the toll way, it is the responsibility of the employee to pay the fine in a timely manner and report all tickets to the Director of Transportation.*

ACCIDENTS - Procedures in the event of an Accident in a District Vehicle:

- If you are in an accident the police, the Director of Transportation and your Supervisor must be called immediately.
- Obtain name, address, driver's license number and name of the insurance company of the other driver regardless of who is at fault.
Do not discuss details of the accident with anyone except police, paramedics or a school administrator.
- Pictures will be taken of any vehicles involved in an accident at the time the damage occurs by the Director of Transportation or a designee.
- An accident form must be filled out in the presence of the Director of Transportation or a designee from transportation as soon as possible after the accident.
- Any accident with bodily injury will be filed with Grand Prairie ISD's Insurance Company.
- Any accident with damages of \$1,200 or less will be paid out of the budget of the department using the vehicle.
- Drivers are subject to Drug and Alcohol testing after an accident.

****Definition of a "Preventable Accident" - Any occurrence involving a District owned vehicle or equipment, which results in property damage and/or bodily injury, in which the driver or operator in question failed to do everything reasonable and prudent to prevent it.*

****The following consequences will be at the discretion of the Transportation Director and the employee's Department Director, Consideration will be given to the employee's current driving record from DPS, history of preventable accidents and any history of negative documentation regarding a district vehicle. All or part of the following may apply depending on the circumstances.*

- Warning letter in employee file
- Defensive Driving at the District Employees expense
- Training by the Transportation department's "Driver Trainer"
- Suspension from work without pay
- Termination
- Any accident or damage not reported immediately to the Director of Transportation and your direct Supervisor could result in suspension or termination of employment

Every accident is a total loss unless something can be learned that will help prevent future accidents of the same nature.

EMPLOYEE GUIDELINES AND PROCEDURES FOR OPERATING Non-District VEHICLES ON DISTRICT BUSINESS

DEFINITION: A non-district vehicle on Grand Prairie Independent School District (GPISD or District) business is any vehicle, other than vehicles owned or leased to GPISD, that is used on District Business, including personal, borrowed or rented vehicles. District Business would include travel for training, out of area meetings, conferences, workshops, etc. (For procedures for using District Vehicles, i.e., vehicles owned or leased by GPISD, please refer to the procedures for District Vehicles.)

APPROVAL: To receive reimbursement for the use of vehicles used on District business, you must have the following on file with the Risk Management office:

- A copy of your valid Texas driver license (**must be a valid Texas driver's license**), along with current proof of valid automobile insurance (by submitting a copy of your driver license you are authorizing GPISD to obtain motor vehicle records annually or as needed).
- An annual Texas DPS Motor Vehicle Records (MVR) check performed by Risk Management and,
- Approval as a driver by the Risk Manager.

GUIDELINES: The following guidelines should be followed when using a non-district vehicle for District Business:

- Maintain automobile insurance required by the State of Texas.
- Maintain personal vehicles in a safe operating condition.
- Report all accidents and/or citations, while on GPISD business, to Risk Management as soon as practicable, and complete an accident report.
- Transportation of GPISD students* in personal vehicles while conducting GPISD business is prohibited.
- The non-district vehicle on District business must only be driven by an approved driver(s).
- The non-district vehicle on District business must not be driven while the driver is under the influence of drugs or alcohol.

- Use of handheld devices (e.g., cell phones and GPS devices) is strictly prohibited while driving a non-district vehicle on District business.

*GPISD students may be transported in personal vehicles if they are accompanied by the student's parent or guardian in the same vehicle. Students may be transported in rental vehicles for District business, if proper permission has been obtained, prior to the District Business trip, from the department head authorizing the GPISD business use of the rental vehicle.

Refer to the District and Travel Cards Guide posted under "Forms and Procedures" of the Purchasing Department web page on the GPISD website for additional travel information.

STATEMENT OF RECEIPT

Of

Procedures for Operating Vehicles on District Business

I have received a copy of the Grand Prairie ISD Procedures for the use of District vehicles and non-owned vehicles used for District Business. I have read and understand the contents of the applicable Guidelines and Procedures and agree to abide by the guidelines and procedures.

Department: _____

Vehicle (check which applies): Personal _____

Rental _____

District _____

Printed Name: _____

Signature: _____

Date: _____

**Please sign and return copy
To Barry.Hosford@gpisd.org**