Approved Drivers

Definition

"Approved Drivers" are Keller ISD employees who meet the eligibility requirements to drive District owned or leased vehicles.

Eligibility Criteria

In order to become an Approved Driver, the employee must meet the following criterias:

1. Request to be included on the approved driver list maintained by their campus or department.
2. Hold a valid, current Driver's License issued by the State of Texas and must present the valid Texas Driver's License at the time of vehicle pick-up at the Maintenance & Operations Facility.
3. Have an acceptable driving record, criminal history record, including but not limited to a criminal history record clear of any conviction, deferred adjudication, or plea of *nolo contendere* in the preceding fifteen (15) years for the following offenses:
    a. driving while under the influence, or
    b. any offense relating to drug or controlled substances, or
    c. crimes involving moral turpitude,
4. Remain insurable under the District's liability insurance policy, and
5. Have never tested positive for drugs or alcohol with the District.

The District reserves the right to remove any individual from the approved driver list if the Superintendent or his designee determines that doing so is in the best interest of the District.

Transporting Students to School Activities

In order to ensure the safety of Keller ISD students, employees, and property, only approved drivers may drive the following vehicles:

1. District owned or leased vehicles

Keller ISD employees are not authorized to transport students in personal vehicles at any time.

Approved Driver List

Each campus and department shall maintain an Approved Driver list of employees. The campus or department cannot include anyone on the Approved Driver list who does not meet all requirements of this Administrative Regulation.

After the campus or department has a list of individuals who wish to be Approved Drivers, the campus or department will submit an Request for Approved Driver - HR Form to the Human Resources Department to determine if each driver meets criminal history, driving record and drug test criteria. Human Resources will provide a list of Approved Drivers requested back to campus/department within 72 hours of receipt of the request.

The Human Resources Department checks all employee driving history records once each year and subscribes to each employee's fingerprints for criminal records hits. Human Resources will notify the campus/department if a new criminal record hit is received that would affect driving during a school year. Campuses and departments are responsible for updating the campus/department list upon receipt of information from Human Resources.