

Fort Stockton ISD

2026-2027 District Vehicle Driver Guidelines and Fleet Safety Procedures



Administrative Guideline

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Superintendent Approval: 09/01/2026, Gil-Rey Madrid

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Table of Contents

Table of Contents	2
Purpose and Authority	3
FSISD Policy Alignment	3
Authorized Driver Program	3
Safe Driving and Vehicle Use	4
Vehicle Inspection and Condition	4
Training.....	5
Accident and Incident Response.....	5
Accident Review and Corrective Action	5
School Bus and CDL Driver Requirements.....	6
Insurance and Loss-Control Controls	6
WSI Motor Vehicle Record (MVR)	7
Driver Eligibility Standards.....	7
WSI MVR Rating Matrix	7
Major Violations	7
Items Not Counted as WSI MVR Violations	8
Borderline Drivers	8
Responsibilities and Records	8
District Vehicle Driver Guidelines Receipt and	9
Annual Acknowledgment	9
Accident Quick Card	10
Important Contacts.....	10
Transportation Department	10
Sources and Benchmark Practices	11

Purpose and Authority

Purpose. Fort Stockton ISD establishes these guidelines to reduce vehicle incidents, protect students and employees, preserve District property, and maintain consistent fleet controls for the District and its automobile insurer.

Scope. These guidelines apply to employees and other persons authorized by the District to operate District-owned, leased, rented, or assigned vehicles for District business. Employees using a personal vehicle for approved District business remain responsible for a valid license, required personal insurance, safe driving, and prompt accident reporting.

Authority. These administrative guidelines supplement Texas law, Fort Stockton ISD Board policy, the 2026-2027 Employee Handbook, Transportation Department procedures, job requirements, and current insurance requirements, including the Wright Specialty Insurance (WSI) Motor Vehicle Record (MVR) Driver Guidelines applicable to the District commercial automobile policy. Law and Board policy control if a conflict exists.

FSISD Policy Alignment

Employee Handbook: Policy CK series; Policies CQ, DHE; Policies DBA, DF; Policies DH, FNCD, GKA

- **Safety and Security, Policy CK series.** Employees must follow safety rules, immediately report accidents, operate only equipment for which they have training and authorization, obey state and local traffic laws while driving on District business, and avoid texting or other devices requiring visual and manual attention while the vehicle is moving.
- **Searches and Alcohol and Drug Testing, Policies CQ and DHE.** Employees whose duties require a CDL are subject to District alcohol and drug testing requirements. Testing includes pre-duty, random, reasonable-suspicion, return-to-duty, follow-up, and accident-related testing when applicable.
- **Certification and Licenses, Policies DBA and DF.** Employees are responsible for maintaining credentials required for their positions and reporting action against required licenses or credentials.
- **Tobacco and Nicotine Products and E-Cigarette Use, Policies DH, FNCD, and GKA.** Drivers of District-owned vehicles are prohibited from smoking, using tobacco products, or using e-cigarettes inside the vehicle.

Authorized Driver Program

1. Only a person authorized by the District shall operate a District vehicle. Supervisors shall verify authorization before the Transportation Office assigning a vehicle or issuing keys.
2. Before initial authorization, the District shall verify the appropriate driver license and review the driver's motor vehicle record (MVR).
3. The District shall review the MVR of every authorized District driver at least annually. This District-wide annual review is a fleet risk-control standard. Texas law separately requires annual driving-record review for school bus and school activity bus operators.

4. Drivers shall immediately report license suspension, revocation, expiration, restriction, or other status changes to their supervisor and the Transportation Director or designee.
5. The Superintendent or designee may suspend District driving privileges pending review of a serious citation, preventable incident, license issue, training deficiency, unsafe conduct, or insurance concern.
6. MVR eligibility shall be evaluated under the WSI MVR Driver Guidelines for the current commercial automobile policy. A WSI rating of Unacceptable is not eligible for District driving authorization. A Borderline rating requires District review and coordination with the insurance broker or carrier before authorization.

Safe Driving and Vehicle Use

- **Seat belts.** The driver and all occupants shall use available seat belts and required restraints.
- **Distracted driving.** No texting, reading or sending messages, social media use, or manual device entry while the vehicle is moving. The District Employee Handbook also requires care and sound judgment with hands-free technology.
- **Impairment.** No person shall operate a District vehicle while impaired by alcohol, illegal drugs, cannabis, medication, fatigue, illness, or another condition that interferes with safe driving.
- **Traffic laws.** Drivers shall obey speed limits, school-zone requirements, traffic controls, parking rules, and all state and local traffic laws.
- **Passengers.** Only students, employees, volunteers, or other persons authorized for the District purpose of the trip shall ride in a District vehicle.
- **District use.** District vehicles are for authorized District business. Personal use requires specific District authorization.
- **Smoking and nicotine.** Smoking, tobacco products, vapes, and e-cigarette use are prohibited inside District-owned vehicles.
- **Backing up and parking.** Drivers shall avoid unnecessary backing up, use a spotter when available for limited-visibility situations, and secure unattended vehicles.
- **Weather and fatigue.** Drivers shall reduce speed, increase following distance, and stop or delay travel when conditions make continued operation unsafe.

Vehicle Inspection and Condition

Before use, the driver shall complete a reasonable safety check appropriate for the vehicle and report any unsafe condition before departure. The check should include:

- Tires, wheels, lights, turn signals, mirrors, and windshield visibility.
- Seat belts and required restraints.
- Brakes, steering response, and visible fluid leaks.
- Existing body, glass, or equipment damage.
- Required emergency and safety equipment.
- Fuel or charge level adequate for the trip.

A vehicle with a safety-related defect shall not be operated until the defect is corrected or the Transportation Director or qualified designee determines the vehicle is safe for service. After use, the driver shall secure the vehicle, report new damage or mechanical concerns, return keys and trip records as required, and remove District records or valuables when appropriate.

Training

- Driver safety orientation before initial District driving authorization.
- Annual safety review or refresher for authorized drivers, with additional training assigned based on job duties or loss experience.
- Behind-the-wheel or defensive-driving retraining after a preventable incident or unsafe-driving finding when directed by the District.
- Documentation of training completion maintained with the driver authorization record.

Accident and Incident Response

The Employee Handbook requires employees to immediately report accidents to their supervisor. Any collision, property-damage event, injury event, or significant vehicle incident occurring on District business shall also be reported to Transportation or the District designee as soon as practical.

1. Stop immediately and secure the scene as safely as possible.
2. Check for injuries. Call 911 or law enforcement for injury, an unsafe roadway condition, significant damage, or when required by law or District procedure.
3. Notify the immediate supervisor and Transportation Director or designee.
4. Do not admit fault, argue about responsibility, or promise payment.
5. Exchange required driver, vehicle, and insurance information.
6. Identify witnesses and take photographs of vehicles, damage, roadway conditions, traffic controls, and the surrounding scene when safe.
7. Protect students and passengers and obtain District assistance for continued or alternate transportation when needed.
8. Complete the District vehicle accident report as soon as practical, no later than the next business day unless medical or emergency circumstances prevent completion.
9. Preserve available dash-camera, GPS, telematics, inspection, and trip records related to the incident.
10. Follow post-accident drug and alcohol testing directions when required by law, federal CDL rules, District policy, or District procedures.

Accident Review and Corrective Action

Every reported District vehicle accident or significant incident shall receive an administrative review. The District will classify the event as preventable, non-preventable, or unresolved pending additional information.

- Review available police reports, driver and witness statements, photographs, vehicle condition, weather and road conditions, citations, inspections, video, GPS, or telematics information when available.

- Identify contributing factors and determine whether reasonable defensive-driving action was available.
- Assign corrective action based on severity, prior history, policy compliance, and contributing factors. Corrective action includes coaching, defensive-driving instruction, behind-the-wheel retraining, temporary suspension of driving privileges, reassignment, or employee discipline consistent with policy and law.
- Repeat preventable incidents, serious violations, failure to report, or unsafe conduct require review of continued driver authorization and insurability.

Recommended team review

Transportation Director or designee, Operations representative, Human Resources or administrative representative, and a District risk or insurance representative as needed. The Superintendent or designee makes final administrative decisions.

School Bus and CDL Driver Requirements

These requirements are additional to the District-wide rules above. Texas Transportation Code § 521.022 applies to school bus operators and expressly includes a school activity bus for this section.

- Driver must be at least 18 years old and hold the appropriate class of driver license for the vehicle.
- Driver must pass the required mental and physical capability examination annually.
- Driver's driving record must meet Texas DPS minimum standards and must be checked annually. The statute makes a record unacceptable when the driver has a conviction under Penal Code §§ 49.04, 49.045, 49.07, or 49.08 within the preceding 10 years.
- Driver must be certified in, or properly enrolled in, school bus safety education. The statutory card is valid for three years.
- Before employment to transport students, the employer must obtain the required criminal history record check.
- Covered CDL drivers remain subject to federal controlled-substance and alcohol testing requirements under 49 CFR Part 382 and FSISD Policies CQ and DHE.

Insurance and Loss-Control Controls

The District shall maintain the following controls for automobile underwriting and loss prevention. These controls align with current safety guidance and common Texas school district fleet practices.

- Current Authorized Driver List and documented driver-license verification.
- Initial and annual MVR review, with carrier-specific eligibility criteria reviewed each policy year.
- WSI MVR eligibility review using the at-fault accident and minor-violation matrix, major-violation disqualifiers, and Borderline-driver criteria in these guidelines.
- Documented driver orientation, refresher training, and remedial training.
- Pre-trip vehicle safety checks and prompt defect reporting.
- Written accident procedures and accident information in District vehicles.

- Prompt internal and insurer claim reporting according to current policy instructions.
- Accident review, preventability determination, corrective action, and trend review.
- Fleet maintenance and inspection records matched District vehicles.
- Annual review of driver guidelines with the District's insurance broker or carrier, especially after meaningful loss activity or underwriting changes.

Wright Specialty Insurance (WSI) Motor Vehicle Record (MVR) Driver Eligibility Standards

Fort Stockton ISD will apply the WSI MVR Driver Guidelines as an insurance eligibility screen for District drivers during the 2026-2027 policy period. WSI evaluates the number of at-fault accidents together with the number of minor violations. Any major violation listed below results in an Unacceptable rating.

WSI MVR Rating Matrix

Number of At-Fault Accidents	Number of Minor Violations			
	0	1	2	3
0	Clear	Acceptable	Borderline	Unacceptable
1	Acceptable	Borderline	Unacceptable	Unacceptable
2	Borderline	Unacceptable	Unacceptable	Unacceptable
3 or more	Unacceptable	Unacceptable	Unacceptable	Unacceptable
Any major violation	Unacceptable	Unacceptable	Unacceptable	Unacceptable

Major Violations

Within five years of the violation date, WSI identifies the following as major violations:

- A violation in connection with a fatal accident.
- Any felony involving the use of an automobile.
- Driving under a suspended, revoked, or expired license.
- Driving under the influence of drugs or alcohol, or refusal to take a blood or breath test.
- Fleeing or attempting to elude police, or failure to stop and report an accident in which the driver was involved.
- Negligent vehicular homicide.
- Operating a motor vehicle without the owner's permission.
- Permitting an unlicensed person to drive.
- Reckless, negligent, careless driving, or racing.
- Speeding more than 20 mph over the speed limit.

Items Not Counted as WSI MVR Violations

- Defective equipment, including lights or brakes.
- Oversize or overweight violations.
- Seat belt violations.

These WSI rating exclusions apply only to the MVR insurance screen. They do not excuse compliance with Texas law, Fort Stockton ISD safety rules, vehicle requirements, or the seat belt requirements in these guidelines.

Borderline Drivers

WSI identifies the following as Borderline situations in addition to the matrix above:

- Past suspensions with reinstatements shown on the MVR.
- Drivers age 18 through 21 with one or more violations or accidents within the last three years.

Compliance with the WSI MVR Driver Guidelines is a condition of the Commercial Automobile Policy if coverage is bound. The District may apply stricter requirements when required by law, Board policy, job duties, student safety, or other insurance requirements.

Responsibilities and Records

- **Superintendent or designee.** Approves administrative implementation, resolves significant authorization issues, and directs corrective action.
- **Transportation Director or designee.** Maintains the Authorized Driver List, coordinates MVR reviews and driver training, receives accident reports, and maintains fleet safety records.
- **Supervisors.** Confirm authorization before assigning driving duties and promptly report safety, license, or conduct concerns.
- **Drivers.** Maintain eligibility, follow these guidelines, complete required checks and reports, and immediately report safety or license concerns.

Records shall be retained according to applicable FSISD records management requirements and any legal or insurance requirements.

District Vehicle Driver Guidelines Receipt and Annual Acknowledgment

- I acknowledge receipt of the Fort Stockton ISD District Vehicle Driver Guidelines and Fleet Safety Procedures. I agree to read and follow the standards, policies, laws, and procedures referenced in this document.
- I understand that District driving is limited to authorized drivers and that continued authorization depends on a valid driver license, an acceptable driving record, required training, safe conduct, District policy, and current insurance requirements.
- I understand that Wright Specialty Insurance (WSI) Motor Vehicle Record (MVR) eligibility criteria are part of the District's current commercial automobile insurance requirements and that my MVR status may affect District driving authorization.
- I agree to immediately report any change in my driver-license status and to promptly report vehicle accidents or significant incidents occurring on District business. I authorize Fort Stockton ISD to obtain and review my motor vehicle record for District driving eligibility as permitted by law.

Employee Name	
Campus / Department	
Driver License State	
Last Four of Driver's License	
Employee Signature	
Date	
District Reviewer	
Review Date	

Driver Authorization Record

District use only. **Initial MVR reviewed (date):** _____ **Annual MVR due:** _____

WSI MVR status: Clear / Acceptable / Borderline / Unacceptable

Broker/carrier review required for Borderline status: YES / NO / N/A

Driver training completed: _____ **Authorized:** YES / NO / PENDING

The information in these administrative guidelines is subject to change when law, Board policy, District procedures, fleet operations, or insurance requirements change. Updated law or Board policy supersedes conflicting provisions in this document.

Accident Quick Card

Keep a copy of this page in each District vehicle.

- 1. STOP.** Secure the scene and check for injuries.
- 2. CALL 911** or law enforcement when needed.
- 3. NOTIFY** your supervisor and FSISD Transportation.
- 4. DO NOT** admit fault or promise payment.
- 5. EXCHANGE** required driver, vehicle, and insurance information.
- 6. RECORD** witness names and contact information.
- 7. TAKE PHOTOS** when safe.
- 8. PROTECT** students and passengers and request District assistance.
- 9. COMPLETE** the FSISD accident report by the next business day unless an emergency prevents it.
- 10. FOLLOW** post-accident testing directions when applicable.

Important Contacts

Emergency: 911 | FSISD Transportation: (432) 336-4033 | Central Office: (432) 336-4000

Transportation Department

James Warnock: (432) 290-0642 | Efrain Rivera (210) 965-8456 | Robert Ramirez (432) 251-7662

Sources and Benchmark Practices

Fort Stockton ISD 2026-2027 Employee Handbook. Policy CK series safety and District-business driving expectations; Policies CQ and DHE for CDL alcohol and drug testing; Policies DBA and DF for certification and licenses; Policies DH, FNCD, and GKA for tobacco and e-cigarette restrictions in District vehicles. [Source](#)

Texas Transportation Code § 521.022. School bus and school activity bus operator license, annual medical capability examination, annual driving-record review, school bus safety education, and criminal-history requirements. [Source](#)

Texas Transportation Code § 545.4251. State prohibition on reading, writing, or sending electronic messages while operating a motor vehicle unless the vehicle is stopped. [Source](#)

49 CFR Part 382. Federal controlled-substance and alcohol testing requirements for covered CDL safety-sensitive employees. [Source](#)

WSI MVR Driver Guidelines. Commercial automobile MVR eligibility matrix, major-violation criteria, Borderline-driver criteria, and policy compliance condition supplied for the District's insurance review.