

**TRANSPORTATION MANAGEMENT:
SCHOOL-OWNED VEHICLES**

CNB (R)

**RESPONSIBILITY OF
EMPLOYEE**

It is the responsibility of each driver to be physically and mentally capable of operating the vehicle safely at all times. No driver shall operate a vehicle after having consumed alcoholic beverages or taken medication/drugs which could affect his or her alertness.

All drivers shall obey all traffic laws and observe legal speed limits at all times. Traffic citations shall be the responsibility of the driver.

It is the responsibility of the employee to whom the District vehicle is assigned to see that it is kept in good mechanical operating condition. Necessary repairs should be made promptly.

**EMPLOYEE DRIVING
RECORD**

The District is interested in obtaining and using all information available which shall assist in the safe operation of the fleet. A motor vehicle record shall be ordered on each employee who drives a District vehicle. The District shall obtain the motor vehicle records prior to employment of applicants who will be driving District vehicles.

This procedure shall apply to all operators.

PERSONAL USE

District vehicles shall not be used for personal reasons unless previously authorized by the Superintendent or Board.

RIDERS

No riders shall be permitted other than another District driver. No hitchhikers shall be carried in a District-owned vehicle. Members of a driver's family shall not be

carried in a District-owned vehicle unless authorized.

AGRI-BUSINESS
PROGRAM FARM
EQUIPMENT TRUCK

The truck is for official agriculture business use only. Only principal-authorized personnel may operate the vehicle (no students). No passengers shall be transported in back of said vehicle. The vehicle must be secured inside the Ag shop when not in use.

MAINTENANCE AND
OPERATION

The agriculture teacher(s) shall be responsible for the vehicle's maintenance and operation. Preventive maintenance shall be performed at 4,000 mile intervals at the District's transportation garage.

All vehicle expenses incurred shall be substantiated by receipts and invoices.

Water, oil, lights, and brakes must be checked before each trip.

FARM TRACTOR,
RELATED
EQUIPMENT, POWER
TOOLS

Operation, maintenance, and safety of the farm tractor and related equipment shall be under the responsibility of the horticulture teacher.

Proper safety instruction and tests shall be administered before students are permitted to operate the equipment. Only students 16 years of age or older and possessing a valid driver's license, or a student who has experience in farm tractor operation, shall be permitted to operate the farm tractor. Written parental permission must be submitted to the teacher before operation of the farm tractor is allowed.

Safety and proper use of tools and equipment must be continually practiced in order to properly train students in their proper use. No student shall operate power drive tools or equipment without safety instructions and safety tests on file with a passing score.

DUTY SCHEDULE An alternating schedule shall be developed whereby a minimum of one teacher is on campus at all times during the summer months.

TRAVEL The following shall apply:

1. All travel authorized by TEA shall be reimbursed to the District.
2. The teacher(s) using the District agriculture vehicle shall submit a monthly travel form.
3. A daily log shall be kept in the school truck at all times containing the following information:
 - a. Date.
 2. Beginning and ending mileage.
 3. Destination and description.
 4. Driver and time.
4. A credit card shall be furnished upon request when an out-of-town trip is authorized. The credit card shall be turned in after the trip. All credit card receipts shall be turned in monthly.
5. Total mileage on the school truck shall be recorded and reimbursed back to the District at \$.28 a mile. This shall be marked on the travel form as "S.T." Credit card receipts should accompany the mileage report.
6. All travel in personal vehicles shall be reimbursed at \$.28 a mile. Teachers are urged to travel together as much as possible. Personal travel should be reported monthly (TEA-153).

7. No out-of-state travel using the District vehicle shall be authorized.

8. All speed limits and highway safety signs must be observed.

9. Any accident shall be reported to the director of transportation.

VEHICLE RENTAL
DISTRICT
TEACHERS/COACHES

Any District teacher or coach who needs to rent a vehicle for school business shall obtain a purchase order from the transportation department. Insurance coverage is included in the annual bids received from local rental agencies.

If an emergency arises and an individual needs to rent a vehicle in another city, the teacher/coach shall submit a bill to the transportation department for reimbursement. Comprehensive/collision insurance must be purchased by District employees when using a rented vehicle for school business in another city.

VEHICLES LOANED
BY DEALERS

The District assumes no financial responsibility for damage/theft if a vehicle is loaned or borrowed from an automobile dealer.

LICENSING
PROCEDURE

Any employee transporting students in either a rented or personally owned vehicle must have chauffeur's license if such transportation is part of his or her regular assigned duties or if the employee receives compensation.

Volunteer drivers using either a rented or personal vehicle who do not receive compensation for transporting students may drive with an operator's license.

LIABILITY
INSURANCE

State law requires every driver to carry
personal liability insurance.

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