

Introduction These regulations are intended to ensure the safety of District students, the public, and drivers of District vehicles. Vehicle accidents (CRASHES) are costly to the District, but more importantly, they may result in injury. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the District endorses all applicable state motor vehicle regulations relating to driver responsibility. The District requires each operator of a District vehicle to drive in a safe and courteous manner in accordance with the guidelines and safety rules outlined in these regulations. The driver's attitude behind the wheel is the single most important factor in driving safety.

Definitions The following definitions will apply to this regulation:

- "District vehicle" – A vehicle that is owned, leased, or rented by the District or any employee conducting District business.
- "Yellow fleet" – All vehicles within the District transportation department (i.e., school buses). All yellow fleet vehicles fall under the authority of the director of transportation.
- "White fleet" – All other District vehicles excluding those in the transportation department. All white fleet vehicles fall under the authority of the director of transportation.
- "Responsible manager or department" – The supervisor or manager of a defined work area who has the authority to initiate corrective action or implement a procedural change.

Driver Eligibility The District's human capital management office will confirm eligibility for District vehicle driving privileges at time of hire, based upon job requirements. Meeting eligibility requirements includes, but may not be limited to:

- Personal driving record review,
- Possession of a valid driver's license,
- Consent to a medical exam for driver fitness,
- Consent to previous employer reference,
- Knowledge of the District's policy pertaining to search and drug/alcohol testing, and
- Additional commercial driver's license (CDL) requirements, if necessary.

Any employee who will operate or will be assigned to operate a District owned vehicle, including riding lawn mowers, tractors, or other "heavy

equipment” will be part of the District’s random alcohol and drug testing pool.

Any physical impairment that impacts safe vehicle operation or that would prevent an applicant from obtaining a driver’s license may be grounds for rejecting the applicant for a position requiring the use of a District vehicle as part of his or her normal duties, subject to the provision of the American with Disabilities Act (ADA).

District vehicles are to be driven by authorized employees only, or in case of repair testing, by a mechanic.

Any employee who has his or her driver’s license revoked or suspended will notify his or her immediate supervisor without delay and will discontinue operation of the District vehicle. The notified supervisor will contact the human capital management department. Failure of the employee or supervisor to comply as required may result in disciplinary action up to, and including, termination.

Drivers must immediately report all tickets (citations) received for moving violations during the operation of a District vehicle to his or her immediate supervisor. In the event the driver of a District vehicle is determined to have incurred serious violations, a written advisory will be issued stating he or she is in jeopardy of forfeiting his or her rights under this regulation, pending investigation. The lone exception to this rule is if the violation is of such magnitude to be the sole cause for termination of employment or driving rights.

All CDL drivers must comply with all applicable and ongoing Department of transportation (DOT) regulations, including successful completion of medical, drug, and alcohol evaluations. Employees who operate District vehicles will be also be included in drug and alcohol evaluations.

Motor vehicle records will be ordered during pre-employment by the human capital management department, and annually by the transportation department to assess employees’ driving records. An unfavorable record will result in a loss of the privilege of driving a District vehicle, which may impact employability. Any traffic violations or license suspension identified by this assessment that was not reported to the District may result in disciplinary action, up to and including, termination.

For driver job applicants and current District drivers, the following criteria, as defined by the Texas Department of Public Safety, will be used to determine eligibility to operate a District vehicle:

- All Type “A” violations (as defined below) will result in termination of driving privileges for employees and will disqualify

any potential driver employees (this may impact eligibility for employment or current job status).

- School bus drivers will follow Department of Public Safety and internal point system procedures and regulations.
- Any other drivers (employees or applicants) showing one of the following on their personal driving record will be restricted from driving District vehicles:
 - One or more Type “A” violations in the last three years;
 - Three or more CRASHES (preventable CRASHES) in the last three years;
 - Three or more Type “B” violations in the last three years;
 - or
 - Any combination of CRASHES and Type “B” violations that equal four or more in the last three years

Type “A” Violations Type “A” violations include:

- Driving While Intoxicated;
- Driving While Under the Influence of Drugs;
- Negligent Homicide Arising Out of the Use of a Motor vehicle (gross negligence);
- Operating During a Period of Suspension or Revocation;
- Using a Motor vehicle for the Commission of a Felony;
- Aggravated Assault with a Motor Vehicle;
- Operating a Motor Vehicle Without the Owner’s Authority (grand theft);
- Permitting an Unlicensed Person to Drive;
- Reckless Driving;
- Speed Contest (racing); and
- Hit and Run (Bodily Injury or Property Damage).

Type “B” Violations Type “B” violations include all moving violations not listed as Type “A” violations.

List of Eligible Drivers Each department, campus, or responsible manager will maintain a current list of approved drivers. This list should include the types of vehicles each approved driver is authorized to operate.

General Guidelines For Operation of District Vehicles Adherence to all traffic laws is mandatory. The driver is also expected to take reasonable defensive action, including reducing speed when confronted with unfavorable driving, road, or weather conditions.

All CRASHES, regardless of severity, must be reported to the director of transportation. The director of transportation will determine if a Texas

Peace Officer's CRASH report (Form CR-3) is needed, and if so will either request the assistance from the local police department, and/or the District's police department. The involved employee must also report the CRASH to their immediate supervisor or their designee. Failure to stop after a CRASH and/or failure to report a CRASH may result in disciplinary action up to, and including, termination.

At the discretion of the discretion CRASHES occurring on public roadways or thoroughfares may be investigated by local or state law enforcement, and/or the District's police department.

The director of transportation shall be notified of incidents involving property damage, and/or minor CRASHES on District property, private driveways, and public or private parking lots. These incidents will be investigated by the director of transportation or their designee. A request shall be made by the director to the District's police department for assistance if necessary.

All CRASHES involving District-owned vehicles, whether preventable or non-preventable, will be thoroughly investigated by the appropriate department (or designee), and a Galveston ISD Motor Vehicle CRASH Report will be prepared and submitted to the District vehicle insurance agent/carrier (Texas Association of School Boards) by the director of transportation. [See CNB (Local)]

All CRASHES are subject to review through investigations conducted by the responsible managers or the director of transportation.

District vehicles are to be driven by the operator(s) to whom the vehicles have been assigned. Under no circumstances will non-approved drivers be allowed to operate District-owned vehicles.

Any District employee asked to drive a District vehicle must first be authorized to do so by the human capital department.

District-owned, -leased, or -rented vehicles are to be used only for District business, emergencies, and for transportation to and from the driver's usual place of employment, when it is a convenience to the District. Personal use, in excess of the *de minimis* use standards previously defined by the District, is not permitted without prior written approval from the responsible manager or department.

With limited and specifically noted exceptions, only students actively participating in a District-designated activity, e.g., UIL athletic and academic events, field trips, and the like, will be permitted to ride as passengers in District vehicles. Excluded passengers include parents of

students, unless acting as a chaperone for an event, siblings who are not competitors or registered participants in the activity, families of District employees, or the general public.

Specific instances in which passenger restrictions will not apply are:

1. The use of District –owned vehicles to transport contractors, consultants, employees of other school districts, architects, and suppliers to job sites.
2. Any use of a District police vehicle while being used for law enforcement purposes.

Other appropriate exceptions will be considered upon written request to the responsible manager or department.

It is imperative that the District’s legal obligations, and those of the insurance company, be met whenever a CRASH occurs while driving on District business in a District vehicle.

**CRASHES
Involving
District Vehicles**

It is the responsibility of the employee who was involved in a CRASH (no limit on dollar value) to complete any report required by law enforcement authorities and to assist in preparing a Motor Vehicle CRASH Report or its equivalent.

Reports are to be completed within 24 hours of the time of the CRASH and submitted to the responsible manager or department.

In the event the employee is physically unable to complete the report, it will be the responsibility of the immediate supervisor to provide whatever details of the CRASH are known, with the exception that additional information will follow when available.

All CRASHES are to be reported immediately, or as soon as practicable, by telephone or radio to the driver’s supervisor, the District transportation director, the District police department (if applicable), and/or the director of human capital management.

A thorough investigation is important to identify action necessary to prevent recurrence, included in the investigation will be a written report, photographs, and a written statement from the employee involved in the CRASH.

Information regarding the CRASH is to be given only to law enforcement officials (if applicable), the responsible manager or department, other applicable District officials, or the designated District insurance carrier and legal representatives. Employees are required to cooperate with an investigation by any of these parties.

Drug Testing

In the event of a CRASH involving a District vehicle, drivers who are required to meet Department of Transportation CDL regulations must agree to submit to mandatory alcohol and drug testing at a facility designated by the District. [Refer to the District's Drug-Free Workplace policy, DHE (LEGAL) and DHE (LOCAL), for complete definitions, requirements, procedures, and disciplinary actions.] This includes random testing in accordance with federal DOT regulations.

The District's Designated Employer Representative (DER) is essential in maintaining a drug free workplace. The responsible DER for the District is the certified trainer within the transportation department.

DER responsibilities:

1. Serving as the key point of contact for the District's drug and alcohol testing policies.
2. Ensuring no employee performs a safety-sensitive function until a negative drug test result is received- in collaboration with the human capital management department.
3. Ensuring any transfer from a non-covered position to a safety-sensitive position entails a negative drug test.
4. Receives drug and alcohol test results.
5. Notification to the director of transportation when there is a positive result.
6. Ensuring all random testing pools are updated prior to any selections
7. Responsible for ensuring randomly selected employees report immediately for a test.
8. Responsible to ensure all random testing requirements are met or exceeded.
9. Ensuring reasonable suspicion and post-accident (CRASH) drug and/or alcohol test are performed in accordance with federal regulations and District policy.

In no event will the testing be delayed more than two hours after the employee is released by investigating authorities. In most instances, the DER will take custody of the employee for alcohol and drug testing.

Positive test results for alcohol and/or drugs will result in disciplinary action, including termination or employment. Positive test results for drug(s) and/or alcohol prescribed by a physician will result in disciplinary action if medical instructions/warnings were not followed properly, and prior notification was not provided to the appropriate supervisor.

Accident Review Board

The responsible manager or designee reviews all accidents and determines preventable/non-preventable status of each. Drivers will be notified in

writing by their supervisor on preventable/non-preventable and possible re-training.

An employee may appeal a decision of preventability to the CRASH review board in writing within 15 working days of receipt of the ruling. The members of the CRASH review board will be determined by the responsible department manager and, under special circumstances, the director of transportation, the director of human capital management, the District police department, or other qualified local or state government parties may be asked to assist.

The CRASH review board will hold a conference within ten workdays after receipt of a written request by the employee. A written decision will be made within five workdays of the conference date. CRASH review board decisions are final.

Violation of District or state motor vehicle rules and procedures will result in corrective action, up to and including, termination of employment, based upon recommendations from the District CRASH review board to the human capital management department. This determination will be made after consideration of the severity and frequency of violations for all drivers and based on the point system for school bus drivers maintained in the District transportation department.

Driver Safety Rules The following rules will apply to drivers of District vehicles:

1. Unsafe driving techniques, reckless driving, or driving under the influence of illegal or prohibited substances will not be tolerated and will be grounds for corrective action, up to and including termination.
2. Safety belts will be properly fastened and in use at all times by all occupants of District vehicles.
3. Cost resulting from traffic violations or criminal charges (excluding property damage and personal injury) resulting from traffic fines, parking fines, bail bonds, legal defense of criminal charges, and the like levied against a driver, resulting from occurrences while in a District vehicle, will be assumed by the driver. The District expects all drivers to operate vehicles legally and safely.
4. Under no circumstances will fatigue be considered a valid excuse for a CRASH. The District does not expect any driver to endanger life and property by working beyond his or her physical endurance. Responsibility for CRASHES due to fatigue rests solely with the driver.
5. Only employees of the District are allowed to operate District motor vehicles or any motor-powered or motor-driven vehicle.

6. District employees may not transport any student for District sponsored events, or during business hours, in a non-District-owned vehicles unless they are the parent or legal guardian of the student.
7. There will be no possession or use of alcoholic beverages while operating a District vehicle.
8. The use of tobacco products in any form is prohibited within a District vehicle.
9. It will be the responsibility of the department supervisor or school principal to determine when, or if, notification to the parents of students involved in incidents and/or CRASHES involving District vehicles is necessary. Care should be exercised in this regard, and consultation with the director of human capital management, an assistant superintendent-level supervisor is recommended prior to notification.
10. It is the responsibility of the driver to ensure that the vehicle is maintained in safe operating condition. In addition to regular vehicle maintenance performed by District employees, the driver will make safety checks of District vehicles prior to use as follows:
 - a. Regular inspections by the employee should include confirmation of a District sticker evidencing timely maintenance, a current State of Texas inspection sticker, vehicle registration, and insurance records, and no visible physical damage to the vehicle.
 - b. Safety defects are to be reported to the responsible manager or department, and the vehicle is to be removed from use pending correction of the defect.
 - c. In no event will the employee bypass, or render inoperable, any safety device located on the vehicle, e.g., disabling the passenger side air bag within a vehicle.
 - d. The driver is responsible for maintaining the interior and exterior of the vehicle in a clean and orderly manner.
 - e. Drivers of District vehicles are prohibited from duplicating vehicle keys.
11. District vehicles are to be operated in a manner to serve as models for courteous driving and safety. Vehicles should be operated at all times in a manner that will create a positive and favorable impressions.
12. Each District vehicle is to be used solely for the purpose for which that particular vehicle is designed. Passengers will not be transported in vehicles designed for cargo, transported in open areas of vehicles (pick-up beds), nor in a number in excess of the carrying capacity of the vehicle. The load carrying capacity of each vehicle should not be exceeded. Cargo will be transported only in vehicles designed for the intended load.

13. Under no circumstances will District-owned vehicles be used for trips or programs conducted outside the state of Texas.
14. The use of wireless devices is strictly forbidden while operating a district vehicle.
15. Drivers are responsible for the security of District vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended. If the vehicle is left with a parking attendant, only the ignition key is to be left.
16. Head lights should be used at all times.
17. No engine should be left idling in excess of five minutes unless necessary to serve students, with the exception of vehicles used to transport Special Needs students.

**Defensive Driving
Rules**

Drivers are required to maintain a safe following distance at all times. To estimate following distance, the driver should pick a stationary object ahead of him or her. As the vehicle immediately ahead of the District vehicle passes the object, the driver should begin counting 1001, 1002, 1003, and the like until he or she reaches the same object. This counts the number of seconds between the District vehicle and the vehicle immediately ahead.

Drivers of passenger vehicles should keep a two-second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.

Drivers of heavy trucks should keep a minimum of a three-second interval when not carrying cargo and at least four seconds when fully loaded. Following distances should also be increased when adverse conditions exist.

Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in properly marked crosswalks and bike lanes **have the right of way**.

Drivers should avoid driving in other driver's blind spots and should attempt to maintain eye contact with the other driver, either directly or through mirrors.

Drivers must honor posted speed limits. In adverse driving conditions, the driver shall reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.

Turn signals must be used to show where the driver is heading while going into traffic and before every turn or lane change.

When passing or changing lanes, the driver should view the entire vehicle in his or her rear-view mirror before pulling back into that lane.

A driver should be alert of other vehicles, pedestrians, and bicyclists when approaching intersections; never speed through an intersection on a caution light; and approach a stale green light with his or her foot poised over the brake to reduce reaction time should it be necessary to stop. When the traffic light turns green, the driver should look both ways for oncoming traffic before proceeding.

When waiting to make left turns, wheels should be kept facing straight ahead. If rear-ended, the driver will not be pushed into the lane of oncoming traffic.

When stopping behind another vehicle, the driver should leave enough space so he or she can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent the driver from being pushed into the car immediately ahead if rear-ended.

Drivers should avoid backing where possible, but when necessary, should keep the distance traveled to a minimum and be particularly careful.

Drivers should:

- Check behind their vehicles. Operators of heavy trucks should walk around their vehicles before backing and/or should have someone guide them.
- Back to the driver's side. Drivers should not back around a corner or into an area of no visibility.

Vehicle Procurement And Disposal The director of transportation will review any request to purchase a vehicle. The request will be sent to the Assistant Superintendent of Business and Operations for his or her advice and consent prior to issuing any purchase orders.

The director of transportation, overseeing all District white fleet and yellow fleet (buses), will implement a system of checks and balances to ensure segregation of duties as follows:

1. The directors will be included in the discussion process for any vehicle purchase.
2. The authorization to procure a vehicle will reside with the director of transportation and will adhere to the District's policy for competitive bid.
3. The fleet manager will be tasked with obtaining the title, license, and registration for any vehicle purchased. The signing authority for the titles will reside with the director of transportation or their designee.

4. The inventory of vehicles will reside with the director of transportation and ensure that the vehicle inventory agrees with the fixed assets management inventory.
5. The fleet manager will have the responsibility to dispose of vehicles and ensure District policy is followed.
6. All original titles will be maintained by the transportation department along with the District's official vehicle list.
7. When traveling out of town or in an emergency, the finance department will allow the Commerce Bank Card (P-card) to be used for payment of vehicle maintenance and repair but not for the purchase of vehicle fuel or oil from a retail source. Examples of acceptable purchases are auto parts from approved supplier, car washing services, routine maintenance services, and repair services.
8. All surplus equipment, including the yellow fleet of vehicles (buses) operated by transportation, the white fleet of vehicles operated by facilities, and all other vehicles operated by a District school or department will follow District policy regarding disposal and will also take necessary steps to ensure the District's fixed asset inventory is accurately maintained.

Assignment Of Vehicle Drivers, Location, And Maintenance In addition to assigned drivers, all vehicles will be assigned a specific location. Not all vehicles will be assigned a specific location at transportation. Examples of alternate assigned locations are the Districts warehouse, the District's administrative complex, the Districts police department, and Crenshaw elementary.

Proper vehicle maintenance is a basic element of any fleet safety program, not only to ensure a safe, road-worthy vehicle, but also to avoid costly repair expenses and unexpected breakdowns.

The following will apply:

- Regular daily inspections is the responsibility of the assigned driver.
- Drivers of DOT-regulated vehicles are required to inspect their vehicles prior to usage, documenting and notifying the fleet manager and/or mechanics of deficiencies found.
- In addition to inspections required by law for passenger vehicles, routine inspections of critical items, such as brakes, lights, tires, wipers, and the like must also be completed by drivers of passenger vehicles.
- The vehicle should be cleaned (interior and exterior) regularly to help maintain its good appearance to the public.
- The vehicle manufacturer's maintenance schedule should be referenced and closely followed regarding recommended maintenance intervals.

In accordance with District purchasing and maintenance tracking procedures, the fueling of a vehicle must be logged and kept separate from any additional fuel placed in gas cans, lawn mowers, and so forth. In those rare instances when a District-issued P-card is used for a fuel purchase, all fueling of vehicles, gas cans,

and the like must be kept separate and logged as well. Under no circumstance will a District P-card be used to fuel a personal vehicle or purchase fuel for personal use.

Bus Advertising

[Groups and Business Not Acceptable for Advertising]

Specific groups and businesses not acceptable for advertising on school buses include:

1. Any business that primarily promotes the use of tobacco products;
2. Any business that primarily promotes the use of alcohol;
3. Adult-only entertainment or sexually oriented businesses;
4. Religious institutions;
5. Any business in which the principals are under indictment;
6. Businesses that provide body art services;
7. Groups and businesses involved with birth control issues, with the exception of general hospitals;
8. Political parties and political advocacy groups;
9. Any business that primarily promotes-mutual betting, casino-style gambling, and the like;
10. Any business excluded by an exclusive contract with the District by a competing vendor where the contract contains a non-competition advertising clause;
11. An individual or firm awaiting approval from the District or the Board on any matter unrelated to advertising on buses;
12. An individual or firm with a pending lawsuit against the District or the Board.

Guidelines Advertising On Buses

All advertising will be in compliance with 37 Administrative Code, Chapter 14, Subchapter E.

Advertising will be commercial advertising that has as its singular purpose the promotion of a product for sale or a service for hire. The advertisement will not convey any message regarding any political, public service, social, or public issue viewpoint of any person or entity, or any message specifically prohibited by District policy.

Advertising content will comply with advertising content regulations promulgated by the Texas Education Agency, the University Interscholastic League, and the National Collegiate Athletic Association.

Advertising will comply with intellectual property laws and will, where appropriate, have the owner's consent to use the intellectual property.

Advertising will not:

1. Be disruptive, libelous, obscene, profane, vulgar, repulsive, or offensive, either in theme or in treatment or refer to matters that are not considered socially acceptable topics;

2. Promote any habit-forming drugs, tobacco products, firearms, or firearm ammunition;
3. Promote beer products, or products that contain distilled liquor or spirits, regardless of the percentage of alcohol, or advertising for nonalcoholic products containing the name of a distilled product or a distiller or company associated with hard liquor;
4. Promote 1-900 numbers, massage parlors, sanitary products, erectile dysfunction treatments, birth control products or devices or methods, or remedies for sexually transmitted diseases;
5. Promote or depict violence or anti-social behavior or present a danger of causing riots, disorder or other threat to public safety, peace, or order;
6. Promote any product or service that is illegal per se, or has no legal use; or
7. Support or oppose a candidate, issue, cause, religion, denomination, religious creed, tenet or belief, e.g., political or issue-oriented.

**Review and
Approval of
Advertising
On Buses**

The District's director of transportation may appoint a committee to review advertising on District buses. The director and committee will comply with the guidelines set out in this regulation. Additionally, advertising will be disallowed if such advertising:

1. Is inappropriate for the level of maturity of the readers and riders;
2. Does not meet the standard of the professional employees who supervise the advertisements;
3. Associates the school with any position other than neutrality on political matters or political controversies;
4. Criticizes Board members or District officials or advocates violation of school rules; or
5. Contains hate literature that scurrilously attacks ethnic, religious, or racial groups.

The Superintendent, designee, or the director of transportation will be the only District personnel who may bind the District regarding matters related to advertisements placed on the District's buses. The district's determination regarding each advertisement, as guided and determined by established criteria, is final.

