

CROWLEY ISD ADMINISTRATIVE REGULATION

Board Policy: CNB (Local)

Date Effective: July 14, 2009

Date Revised:

Re: Guidelines for use of district vehicles other than buses

In accordance with Board Policy CNB (Local) the following guidelines have been set forth for use of district vehicles other than buses.

I. Guidelines For Use

- Submit request for after hour use of district vehicle to the maintenance department a minimum of 72 hours in advance through Eduphoria Help Desk System.
- Vehicles and keys shall be picked up at the Maintenance facility between the hours of 8:00 am and 4:00 pm, Monday through Friday.
- Temporary gate code access to maintenance facility will be issued at the time of the vehicle pickup for the return of the vehicle after hours.

II. Safe Operation

- All district vehicles will be operated in the safest manner possible.
- When driving, employees must be physically and mentally capable of operating any vehicle safely. No employee should operate a district vehicle after having consumed alcoholic beverages or taking medication that may cause drowsiness.
- Drivers shall obey all traffic laws and observe legal speed limits at all times.
- Any traffic citations will be the responsibility of the driver.
- District employees or employees of Transportation Contracted Services, will be responsible for maintaining in good mechanical operating condition any vehicles assigned to them. This includes responsibility for trailer hookup and trailer lighting.

IV. Personal Use

- For bona fide business reasons, the district may require an employee to commute to and from work in a district vehicle.

V. Driving Record

- Employees who will be driving a district vehicle must complete the Driving Record Information Authorization Form (Exhibit A). This form, along with a copy of the front and back of their driver's license, will be submitted to the office of School Operations. This form will be sent to the Texas Department of Public Safety for processing. Upon receipt of a satisfactory or unsatisfactory driving record report, a copy of the Driving Record Information Authorization form will be returned to the employee's supervisor marked approved or not approved.



Department of Operations

Exhibit A

DRIVING RECORD INFORMATION AUTHORIZATION

Campus Location _____

I authorize Crowley Independent School District to obtain copies of any information pertaining to my driving record maintained by any law enforcement agency and to use said information for the purpose of evaluating my application for driving a Crowley Independent School District vehicle.

Name _____
Last First Middle

Driver's License # _____ State _____

Date of Birth _____

Signature _____ Date _____

By my signature hereon, I signify that I understand that driving a Crowley Independent School District vehicle is contingent upon receipt of a satisfactory driving record.

PLEASE ATTACH A PHOTO COPY (FRONT AND BACK) OF YOUR DRIVER'S LICENSE TO THIS FORM.

Office Use Only

___ Approved Date _____ Signature _____

___ Not Approved Date _____ Signature _____

Reason _____