

## **PITTSBURG INDEPENDENT SCHOOL DISTRICT**

### ***DRIVING POLICY***

---

Purpose: This policy is implemented in an effort to improve compliance with statutory requirements and to minimize legal liability and risks by ensuring that the district's guidelines are in effect and are applied on a consistent and comparable basis. It shall be the policy of the Pittsburg ISD to review the driving records of all required and authorized drivers as defined below, at least annually.

Per this policy, any employee who does not have a valid driver's license, is not insurable or eligible to drive district's vehicle and will also be prohibited from driving personal vehicle for district business purposes.

The driving record review will include assessments of compliance with state and federal requirements of state motor vehicle, records including all violations regardless of whether they occurred in personal or district owned vehicles as well. This is a mandate per State of Texas law.

1. Drivers and passengers must use seat belts, at all times.
2. Drivers must be on the approved driver's license list.
3. Drivers are strictly prohibited from using the cell phone and or texting while driving school district vehicles.
4. All district employees who drives a school vehicle or use their personal vehicle for school business purposes will be required to complete and submit a copy of driver record (Motor Vehicle Record) to the P.I.S.D Transportation Department.
5. Applicants must notify the Transportation Supervisor of any driving violations that have been issued to them. Contingent upon any negative offense or citation, the Transportation Supervisor must make a determination on whether to suspend, remove or allow the employee to continue driving PISD vehicles.
6. An employee who receives any moving citation or conviction shall notify within seven working days of receiving the citation or conviction. Any employee whose driver's license has been suspended, revoked, or canceled in any way becomes disqualified from driving. Employee should notify the Transportation Supervisor in writing before the end of the working day following the day the employee receives notice thereof.
7. Employees that have a change in vehicle class and type of vehicle they drive, must notify the supervisor immediately of any request to change vehicle class.

8. At no time will an employee drive a district or personal vehicle for the district's use or report for duty under the influence of alcohol or drugs.
9. An employee is personally financially responsible for any traffic violations the employee is charged with.
10. All traffic accidents must be reported to the Transportation Department immediately!