



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420



---

# Driving Policy

In accordance with Board Policy, CNB (LOCAL); the following administrative regulation applies.

**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 Anthony Independent School District [AISD] to review at least annually the driving records of all required and authorized drivers as defined below. Any employee who does not have a valid driver's license, is not insurable or is otherwise not eligible to drive pursuant to this policy will be prohibited from driving a District vehicle at any time for any purpose and will be prohibited from driving a personal vehicle for District business. The driving record review will include assessment of compliance with state and federal driving requirements; review of state motor vehicle records, including all violations regardless of whether they occurred in privately or District owned vehicles, on or off duty; and/or review of District motor vehicle accident records. Any employee who is required to drive a vehicle for District business in the performance of job duties but who is not eligible to drive as determined by the District may be reassigned, the employee's wages may be adjusted commensurate with the duties to be performed, and/or the employee may be subject to disciplinary action up to and including termination of employment.

**Policy Statement:** It is the Anthony Independent School District's policy requirement that drivers of all district vehicles must possess a valid driver's license issued in the state of residence for the class of vehicle being operated before being authorized by the Anthony I.S.D. Transportation Department to operate a district owned vehicle. This authorization applies to all district owned vehicles.

**Policy Implementation [Employee]:** In order to implement this policy the following actions must take place before an employee is authorized to operate a district vehicle:

1. All district employees who are required to use a district vehicle as part of their job responsibilities will be required to complete and forward to the Anthony I.S.D. Transportation Department a Texas DPS application for Copy of Driver Record [Motor Vehicle Records or MVR] approved by their campus principal or director. New Mexico Drivers will be checked with the New Mexico DPS. A PDF copy of the TX DPS and NM DPS forms are included as part of these guidelines.



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420



2. Applicants must notify the Transportation Director of any driving violations that have been issued to them. The Transportation must make a determination on whether to suspend, remove or allow the employee to continue driving AISD vehicles. This decision will be driven by the reported infraction, AISD MVR Criteria Schedule, and the employee's driving record as illustrated in the most recent DPS report. The documentation for the decision made must be kept in each respective employee file. Failure to comply with this requirement will result in administrative action that could include termination.
3. An employee who receives any moving citation or conviction shall notify the site principal or director in writing within seven working days of receiving the citation or conviction. An employee whose drivers' license has been suspended, revoked, or canceled, or who in any other way becomes disqualified from driving shall notify the site principal or director in writing before the end of the working day following the day the employee receives notice thereof. An employee who fails to comply with this section shall be subject to disciplinary action up to and including termination of employment.
4. Employees that have a change in vehicle class [type of vehicle they drive] must notify the Director of Transportation immediately of any requests to change vehicle class. The Transportation Director will make a determination on whether to [1] initiate another MVR search, and/or [2] approve the change in vehicle class. Under no circumstances is an employee authorized to drive a vehicle that is not in the vehicle class for which he/she has approval for. Failure to comply with this requirement will result in administrative action that could include termination.
5. At no time will an employee drive a District or personal vehicle for District use, or report for duty, under the influence of alcohol or drugs. Failure to comply with this requirement shall result in disciplinary action up to and including termination of employment.
6. An employee is personally responsible for any traffic violations said employee is charged with.
7. All traffic accidents must be reported to the Transportation Department immediately!

### **Policy Implementation [District – Transportation Department and Risk Management]**

1. Upon receipt of the Texas DPS application for Copy of Driver Record, the Anthony I.S.D. the Transportation Department will [a] determine whether the application is in the District's best interests, [b] advise the applicant if the District will not move forward with the application, and/or [c] process the application.



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420



- 
2. The Transportation Department shall maintain the driving records of all employees who are required or authorized to drive a vehicle for District business. The driving records shall be reviewed at least annually. The Transportation Department and Risk Management Section will determine an employee's driving eligibility based on insurability as determined by the District in conjunction with the District's insurance carrier (if applicable), Department of Transportation (D.O.T.) correspondence, DPS state motor vehicle driving records and/or District driving records [to include AISD MVR Criteria Schedule]. The District standard for driving eligibility is as follows:
    - a. An employee must be at least 18 years and have at least 2 years of prior driving experience.
    - b. An employee who is not insurable is not eligible to drive
    - c. Driving while intoxicated or under the influence of drugs.
    - d. An employee with an alcohol or drug-related conviction appearing on the State Motor Vehicle Record will not be eligible to drive.
    - e. Refusal of a DUI/DWI test.
    - f. An employee with an alcohol or drug-related citation will not be eligible to drive until such time as the citation results in a dismissal or a finding of not guilty. It is the responsibility of the employee to provide written documentation to the District verifying that a citation has resulted in a finding of not guilty or a dismissal.
    - g. Any felony involving a vehicle.
    - h. An employee responsible for any vehicle accident occurring on District property which is not subject to police jurisdiction that results in bodily injury or property damage shall have recorded on his/her District driving record the equivalent of a motor vehicle record moving violation.
    - i. Knowingly operating a motor vehicle during a period of suspension or revocation of license.
    - j. Permitting an unlicensed person to drive.
    - k. Hit and run driving.
  3. The Transportation Department shall maintain a separate file for all Department of Transportation Certified Driver's License (D.O.T./C.D.L.) records of employees under the Texas jurisdiction. The Transportation Department shall notify Risk Management of any change in an employee's D.O.T. status.
  4. The Transportation Department shall maintain a file for all employees who are authorized to drive that includes but is not limited to: [a] all correspondence, documents and records received; [b] all employee vehicle accidents occurring on private or District property which are not subject to the jurisdiction of the police, [c] any other records deemed important.



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420



---

These records must be kept in accordance with the Records Retention Schedule. NOTE: A file on applicants that have not been approved will also be maintained [to include documentation on why application was denied.]

5. The employment of an employee, who is required to drive and is determined to be ineligible to drive, will determined on a case-by-case basis according to the needs of the District. Such determination will be made by the Superintendent in conjunction with advice from the Transportation Manager.
6. An employee who is authorized to drive and is determined to be ineligible to drive will lose the privilege to drive. Reauthorization of driving privileges will be determined on a case-by-case basis in accordance with the provisions of this policy.
7. This policy applies to rentals [in those cases where students are being transported] and to employees driving non-street worthy vehicles [Example: Gator].

**Authorizing or permitting the operation of a motor vehicle by another:** This policy is written so that only those employees who have been cleared through the MVR process can drive AISD vehicles. No person or employee, including administration, shall authorize or permit a motor vehicle owned by the district or under that person's control to be driven by any other person knowing that said person has no legal right to do so. Failure to comply with this requirement will result in administrative action that could include termination.

### **General Conditions on using District Vehicles:**

1. District vehicle(s) must be reserved through Trip Direct (reservations must be made 11 days prior to vehicle use; otherwise, the system will not allow data entry). Once authorization is obtained, the user must check out the keys at the Transportation office, the day before using the vehicle. Also make sure that the appropriate forms, such as the trip request form and the vehicle daily report, are picked up on the same day.
2. Make sure you obtain an authorized Purchase Order for fuel before picking up the reserved vehicle, and that the vehicle is returned with a full tank of gas.
3. It is important that the appropriate fuel is used for each vehicle because the employee will be held liable for inappropriate gas used that may damage the vehicle.
4. When returning the vehicle, employee(s) must return the keys, and assure that the vehicle is returned in the same condition as it was received, making sure that the interior is clean. Also, turn in the trip request form and the daily report.



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420



---

### **Types of Violations:**

The minimum standard for an acceptable driving record are separated into two categories: Type A and Type B.

#### **Type “A” Violations:**

- Driving while intoxicated or under the influence of drugs.
- Refusal of a DUI/DWI test.
- Any felony involving a vehicle.
- Knowingly operating a motor vehicle during a period of suspension or revocation of license.
- Permitting an unlicensed person to drive.
- Hit and run driving.

**Type “B” Violations:** Are all other moving violations not listed as a Type “A”

An individual driver is an unauthorized driver and will not be allowed to drive for the district for any reason even during the appeal process if the accident/violation history includes any of the following:

- Three or more at fault accidents in the last three years.
- Convicted or pleading guilty to one or more type “A” violations in the last three years.
- Any combination of at fault accidents and type “B” violations which equal four or more in the last three years.

An authorized driver must notify their supervisor of any Type A or Type B violations within the next business day.

A driver found to be an unauthorized driver may appeal their status within ten (10) business days. An appeal must be in writing and include the reason(s) why an exception should be made to the guideline. The superintendent or the Transportation Director will examine the facts and render a judgment within a reasonable period of time.



## Anthony Independent School District

840 Sixth St.  
Anthony, TX 79821  
Phone: (915) 886-6505  
Fax: (915) 886-2420

### Employee Acknowledgement

I acknowledge that I have read the Anthony Independent School District Driving Policy guidelines that were presented and a copy provided to me. I understand and agree to comply with these guidelines. I will direct my questions to the Transportation Director.

\_\_\_\_\_  
Employee (Print Name) (Department)

\_\_\_\_\_  
Employee Signature Date

### Office Use Only

Transportation Manager: \_\_\_\_\_  
(Print Name)

Transportation Manager: \_\_\_\_\_  
(Signature) Date