

# Navarro Independent School District

## Transportation Department

### **Request Process:**

The request for transportation system is online and can be found on the district website [www.nisd.us](http://www.nisd.us).

**a) STAFF > STAFF PROGRAMS AND LINKS**

**b) UNDER TRANSPORTATION CLICK REQUEST FOR TRANSPORTATION**

**Step 1:** Once you have completed the form, it begins to go through the approval process. It first goes to your campus Principal or the Athletic Director for initial approval. If your Principal or Athletic Director approves your request, you will get a notification via email. If you do not get a notification of approval from your Principal, **you do not have a vehicle or services.** You will need to get with your campus Principal and locate the document.

**Step 2:** If your Principal approves your request, it is then forwarded on to the Transportation Supervisor for final approval and processing. You will receive a second approval notice from transportation. If you do not receive the second notice, **you do not have a vehicle or services.** Please call transportation to check on the status of your request.

**Step 3:** If you have received BOTH approvals in your email, then rest assured that your trip is scheduled and you are all set. If any issues arise before your selected departure, you will be contacted by the Transportation Department. This process applies to all size vehicles and services.

**Step 4:** If you are driving a district vehicle, you may come to the Transportation Department one hour before your departure time and your keys, fuel card and vehicle inspection sheet will be ready for you. You will find a white envelope with your name on it on the cabinet counter.

Trips and vehicles must be reserved no less than **two weeks** in advance. If you plan to travel during the spring, the earlier you can get your reservation in, the better.

In order to avoid interfering with the daily routes, field trip departure times should be set for after 8:00 am during school days. Your arrival time back at campus should be no later than 2:30 pm during school days. If your trip requires a later pickup time, it may need to be handled after the pm daily routes. Extenuating circumstances may apply, i.e.: Band.

## Driver Responsibilities:

Information regarding your trip is very important. The following steps should be taken:

a) A vehicle inspection sheet must be completed and turned in to the designated drop box after every trip. Included in your vehicle inspection sheet, you will find a place for student count and mileage. This is **VERY IMPORTANT** information that the Business Office and Transportation must provide to TEA every year. Complete instructions can be found in your transportation envelope that you receive before departure.

b) Pre and Post Trip inspections are **mandatory**. In the event of an accident, you could be asked by law enforcement if you inspected the vehicle before you departed from district property. The vehicle condition report is used as proof of that inspection. The post trip is designed to inform Transportation of any needed repairs or other concerns.

c) Upon returning a vehicle to the compound, please be sure that you have removed all the trash and other items that were generated by your trip. The Transportation Department does **not** have a detailing crew to clean up after you.

d) Enclosed in your envelope from Transportation, you will find a fuel card with a pin number. Please do not bring vehicles back with a fuel gauge reading empty. This can cause issues when a vehicle is leaving on back to back trips.

- In the event that you have an issue or a question during your trip, all emergency numbers can be found on your vehicle inspection sheet. Kelly Hyde is the first point of contact and Lisa Haley is the second.

- Please remember that the entire district must be served by the inventory of vehicles. There will be times that you request a certain vehicle, but you will end up being assigned something different. For example: if you request the suburban and you have 4 students traveling, you will be assigned the suburban. However, if someone else turns in a request that has 7 students traveling, you will be bumped to a minivan. **CTE** exceptions to this may also apply.
- The person listed on the request as the driver, is the person who is expected to drive and be responsible for the vehicle. If you must make a change to this selection, please notify transportation **before** you depart.
- In the event that you are involved in any kind of accident, including anything minor such as bumping a non moving object, you must contact Kelly Hyde. If your call is not answered, leave a message and contact your campus Principal. Minor dents and dings can be handled in house. Anything **involving another vehicle**, you must contact local law enforcement and file a report. In all cases, a call must be made to Transportation immediately.

### **How to become eligible to drive a district vehicle:**

Each year, we check all driving records of employees who will be driving a district vehicle that school year. If you are a new employee, or have never reserved a district vehicle, but plan to, you must turn in a copy of your driver's license and your personal auto insurance card to the Transportation Coordinator. These copies should be accompanied by the district waiver found on the website: We ask that you have a good driving record.

a) **STAFF > STAFF PROGRAMS AND LINKS**

b) **UNDER TRANSPORTATION CHOOSE - MOTOR VEHICLE REPORT WAIVER**