

Tyler Independent School District Vehicle Policy

Use of a Pool Vehicle

1. DRIVER RESPONSIBILITIES WHEN DRIVING A TISD VEHICLE

1.1 Responsibilities include, but are not limited, to the following:

- (1) Safely operate the vehicle at all times.
- (2) Prohibited from operating a district vehicle if his/her license is suspended, revoked, or invalidated for any reason.
- (3) Registered on the TISD “Approved Driver List” maintained by the Risk Management department.
- (4) Ensure driver and passenger(s) in the district vehicle wear their seat belts at all times.
- (5) Prohibited from operating the district vehicle while under the influence of drugs, alcohol, or any controlled substance
- (6) Promptly report any accident to his/her supervisor, the Transportation Department and follow procedures outlined in [Section 2](#), District Vehicle Accident Reporting
- (7) Prohibited from picking up or transporting unauthorized passengers.
- (8) Responsible for payment of all fines and tickets, as a result of driver negligence, received while operating the district vehicle.
- (9) Perform a pre-trip inspection of vehicle and verify current vehicle inspection and registration.
- (10) Coordinate the district vehicle repairs, inspections, emissions tests, and license renewals with the Transportation Department.
- (11) Track and report beginning and ending odometer readings to the Transportation Department via the trip ticket.
- (12) Prohibited from tampering with or modifying any emissions, safety devices or equipment on the district vehicle.
- (13) Prohibited from adding vehicle accessories or add-ons such as fog lamps, trailer hitches, custom wheels, tinted glass or using additives for oil or fuel.
- (14) When available, obtain fuel from the TISD fueling facility. All other fueling must be regular unleaded (87 Octane rating), self-service retail fuel purchases.
- (15) The vehicle may be returned to the Transportation Department without a full tank tank of gas. Transportation will fuel the vehicle and charge the user’s department for the fuel at the current bulk fuel price as paid by for TISD.
- (16) Fuel card purchases are limited to fuel and oil only.
- (17) Contact the Transportation Department if the vehicle requires any repairs while in route. Contact numbers may be found in the Accident Package located in the glove compartment of each vehicle.

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- (18) It is the driver's responsibility to secure the district fuel credit card and the fuel key used for in-house fueling. The driver is to report a damaged, lost, or stolen credit card or fuel key immediately to his/her supervisor and to the Transportation Department. Use of the fuel credit card will be monitored by Finance for discrepancies. Misuse of the card will be reported to department operations Director, Supervisor and/or TISD Police, as appropriate.
- (19) Prohibited from carrying firearms, ammunition, explosives, fireworks or any other weapons in a district vehicle while students are being transported, unless required to do so as part of their primary job function (i.e. Police Officers.)
- (20) Employees holding a "Concealed Handgun License" (CHL) may transport a firearm provided there are no students present and prior approval is obtained from the Superintendent or his/her designee. The CHL holder must provide an information card related to the weapon being transported including the make, model, caliber, and serial number. Contact the Chief Student and Support Services Officer for the appropriate form and approval process.
- (21) Prohibited from carrying pets or animals of any type in a district vehicle, unless required to do so as part of their primary job function (i.e. Police Officers.)
- (22) Prohibited from smoking or using smokeless tobacco products.
- (23) Responsible for payment of all toll fees associated with commuting and parking fees.
- (24) Prohibited from using a hand held cellular phone while the vehicle is moving unless used with a hands free set.

2. DISTRICT VEHICLE ACCIDENT REPORTING

2.1 The procedures for vehicle accident reporting are outlined as follows:

In the event of an accident the driver must:

- Take precautions to protect the scene of the accident from further accidents.
- Remain at the scene until TISD district personnel arrive except in a medically necessary emergency where the employee is transported by EMS for further treatment.
- Contact the police and other necessary emergency personnel as required.
- Contact their immediate supervisor
- Contact the Transportation Department
- Answer police questions
- Give identifying information to the other party(s) involved.
- Collect other party's information including driver's license and insurance.
- Make no comments about assuming responsibility.

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- Make no statements to the media. Refer all questions to the TISD Communication Department @ 903-262-1000.
- Complete the **Accident Report** (attached) located in the glove compartment of each district owned vehicle.



Accident Report

Date: ____ / ____ / ____.

PD Case # _____

Vehicle # _____

Fuel # _____

Driver: _____

Location: _____

Number of Passengers _____ (List passenger names on separate sheet of paper and attach to report.)

Other Party Information:

Driver Name: _____

Driver License # _____

State Issued: _____

Address: _____

Phone: _____

Other Vehicle Involved:

Year: ____ Make: _____ Model: _____ LIC: _____

Describe what happened: _____

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Passenger List

Passenger Name	Contact Phone #	Campus / Dept	Injured (Y/N)