

## PROPOSED

REQUISITIONING OF  
BUS  
TRANSPORTATION

~~Three days' advance written notice requesting buses must be received by the transportation office, including requests from the athletic and physical education offices.~~ **ALL FIELD TRIPS AND EXTRA/CO-CURRICULAR TRIPS MUST BE SUBMITTED ON TRANSPORTATION ROUTING SOFTWARE NO LESS THAN 10 WORKING DAYS PRIOR TO TRIP DATE.**

~~Even though the school or location cannot be determined until play-offs start, buses and drivers must be reserved in advance.~~ **ATHLETICS, FINE ARTS, AND OTHER EXTRA/CO-CURRICULAR GROUPS ADVANCING BEYOND THE REGULAR SCHEDULE ARE NOT SUBJECT TO THE "MINIMUM" 10 DAYS ADVANCE SCHEDULING REQUIREMENT", BUT MUST ENTER TRIP REQUEST AS SOON AS NOTIFICATION IS PROVIDED. TRIP REQUESTS FOR EVENTS APPROVED BY AN ASSISTANT SUPERINTENDENT OR ABOVE ARE INCLUDED IN THIS EXCEPTION.**

**BASE RATE AND APPLICABLE LATE FEES WILL STILL APPLY FOR ANY TRIPS NOT CANCELLED BY 12:00 PM OF THE SCHOOL DAY PRIOR TO TRIP DATE.**

**ANY CHANGES AND/OR CANCELLATIONS MUST BE SUBMITTED VIA EMAIL. CHANGE AND/OR CANCELLATION REQUESTS MADE BY PHONE OR BY NOTES PLACED IN TRANSPORTATION ROUTING SOFTWARE WILL NOT BE HONORED.**

**DEPARTMENT BUDGET AUTHORITY MUST APPROVE UNSCHEDULED LUNCH ARRANGEMENTS FOR FIELD TRIP OR EXTRA/CO-CURRICULAR TRIP DATE.**

**FIELD TRIP AND EXTRA/CO-CURRICULAR TRIP PICKUP AND RETURN TIMES SHOULD NOT INTERFERE WITH REGULAR BUS ROUTES OR PEAK HOURS.**

**PEAK HOURS:**

**6:30 A.M. – 9:00 A.M.**

**2:30 P.M. – 5:00 P.M.**

**EXTENUATING CIRCUMSTANCES SHOULD BE IMMEDIATELY COMMUNICATED WITH THE TRANSPORTATION DEPARTMENT AND DEPARTMENT BUDGET AUTHORITY.**

**FIELD TRIPS AND EXTRA/CO-CURRICULAR TRIPS SPANNING MORE THAN 1 DAY MUST BE IDENTIFIED. EACH DAY OF EVENT MUST BE SUBMITTED AS SEPARATE REQUESTS IN TRANSPORTATION ROUTING SOFTWARE.**

**FIELD TRIP AND EXTRA/CO-CURRICULAR TRIP REQUESTS MUST INCLUDE FULL DESTINATION ADDRESS, COMPLETE CONTACT INFORMATION OF REQUESTOR (TO INCLUDE FIRST AND LAST NAME, AND DIRECT CONTACT NUMBER), AND ACCOUNT NUMBER FOR BUDGETING PURPOSES. TRIP NAME MUST INCLUDE NAME OF SCHOOL, GRADE LEVEL, BOYS/GIRLS, AND TYPE OF EVENT.**

~~An account number for budgeting purposes must be on all requests for buses. Loading point and destination must be specific.~~

~~Special Out-of-town STATE trips (except athletic and FINE ARTS music organizations) OR TRIPS OUTSIDE within a 60-mile radius to areas within New Mexico and Texas shall be approved by the appropriate division ASSISTANT superintendent for schools prior to requisitioning of bus transportation.~~

**ACTIVITY BUS REQUESTS MUST BE SUBMITTED VIA EMAIL TO THE TRANSPORTATION DEPARTMENT 10 WORKING DAYS PRIOR TO TRIP DATE.**

**EXCEPTION: ATHLETICS, FINE ARTS, AND OTHER EXTRA/CO-CURRICULAR GROUPS ADVANCING BEYOND THE REGULAR SCHEDULE ARE NOT SUBJECT TO THE "MINIMUM" 10 DAYS ADVANCE SCHEDULING REQUIREMENT", BUT MUST ENTER TRIP REQUEST AS SOON AS NOTIFICATION IS PROVIDED. TRIP REQUESTS FOR EVENTS APPROVED BY AN ASSISTANT SUPERINTENDENT OR ABOVE ARE INCLUDED IN THIS EXCEPTION.**

**IN ADDITION TO THE VEHICLE SAFETY FLEET REGULATIONS THE TRANSPORTATION DEPARTMENT MUST HAVE CURRENT TEXAS SCHOOL BUS DRIVER CERTIFICATION, AND DEPARTMENT OF TRANSPORTATION PHYSICAL ON FILE FOR ANY EMPLOYEE THAT WILL BE OPERATING AN ACTIVITY BUS BEFORE ACTIVITY BUS IS SCHEDULED.**

VEHICLE FLEET  
SAFETY  
REGULATIONS

Support services and maintenance personnel other than bus drivers who drive District vehicles must comply with the following requirements. [For requirements applicable to bus drivers, see DBA (LEGAL) and (REGULATION), DHE(LOCAL)]

In order to drive a District vehicle, a person must have:

1. A current valid Texas driver's license.
2. No DWI conviction in the preceding 36 month period, on or off the job.

TRANSPORTATION MANAGEMENT  
DISTRICT VEHICLES

CNB  
(REGULATION)

3. No outstanding Department of Public Safety and/or Municipal Court arrest warrant.

A motor vehicle record check will be required of all employees and promotional applicants assigned to positions that require driving a school vehicle on public thoroughfares. Employees and applicants who do not meet the requirements will not be allowed to drive.

DISTRICT  
RESPONSIBILITIES

The following shall apply:

1. Annual motor vehicle record checks will be made on current employees with driving duties. If the check reveals that the employee does not meet the requirements stated above, the employee will be given a written warning. Failure to improve the driving record may result in disciplinary action.
2. Applicants and current employees whose positions involve driving school vehicles may be required to pass a physical examination to ensure they are capable of safely driving the assigned vehicles.
3. Employees must attend a defensive driving class every three years, and after an accident if the immediate supervisor so determines. The defensive driving class shall be taken at Region XIX or the District's transportation department.
4. Employees' driving records, driver training records, and safety records of traffic citations and accidents shall be maintained and kept current.