This regulation applies to District employees who use District owned, rented, leased vehicles while furthering the business of CCISD.

DRIVER QUALIFICATIONS

The following qualifications are prerequisites for operating a District-owned vehicle.

a. The driver must hold a valid Texas driver's license for the type of vehicle to be driven and have it available for inspection and verification purposes when requested.

b. The driver must attend a district driver training course within the first six months of his or her assignment. This course must be completed once every three years in order to renew certification. The driving course is provided through the Benefits and Risk Management Department.

c. A motor vehicle records (MVR) check will be performed prior to driving a district owned vehicle and will be reviewed at least annually. A district vehicle driver must not have an excessive number of accidents or traffic violations. See Driver Status Evaluation & Point System below.

d. The driver must sign the Clear Creek Independent School District Driver Agreement Form.

DRIVER STATUS EVALUATION & POINT SYSTEM

A Ten Point Evaluation System has been adopted by CCISD as the means to determine the eligibility of drivers of district vehicles (excluding bus drivers and others driving buses). Point assessments are based on violations on a driver's MVR going back three years from the date of the current year of review. The most common violations are listed below; the complete list of assessments is outline by Title 37, Texas Administrative Code, paragraph 14.14.

At-fault Accident/Negligent Damage to District Property	2 Points
Speeding	2 Points
Failure to Yield	2 Points
Stop Light/Sign Violation	2 Points
Failure to Maintain Control	2 Points
Improper Turn/Lane Change	2 Points
Following Too Close	2 Points
Failure to Wear Seat Belt	2 Points
Eluding Law Enforcement Officer	3 Points
Failure to Provide Proof of Insurance	3 Points
Reckless Driving	3 Points
Driving With Suspended License	10 Points
Failure to Stop & Render Aid	10 Points
Hit and Run	10 Points
DUI/DWI	10 Points
Current License Suspended/Revoked	10 Points
Any Felony Involving a Vehicle	10 Points

For moving violations not listed, points will be assigned by the Benefits & Risk Management office in consultation with the Transportation Department, based on circumstances and level of threat or ham to public safety.

*Any convictions resulting from an at-fault accident will be assigned either the points of an at-fault accident or the points for the violation, whichever is higher. At-Fault category may serve as a comprehensive category for situations not specifically cited such as failure to secure a load, failure to set parking brake, etc.

POINT ACCUMULATIONS

Acceptable (zero points): Employee may drive without limitations.

Marginal (2-4 points): Employee may drive but is subject to review of qualifications and counseling at any time by the Supervisor. There may be requirements to attend DDC at employee's own expense.

Probation (5-9 points)**:** Employee may drive but is subject to review of qualifications. Employee should be counseled by the Supervisor and CCISD Accident Review Board and placed on driving probation for thirty (30) days following review. The employee shall be required to attend DDC within sixty (60) days of review at employee's expense.

Unacceptable (10 points): Employee may not operate any district vehicle on behalf of the district at any time, under any circumstances, and without exception.

**Probation is defined as a status attained when an employee has accumulated a point assessment of 5-9 points. The intent of probation is to alert the employee that a potential for loss of driving privileges exists should additional points be accrued. The employee will be ineligible and shall remain ineligible until re-qualification occurs.

If an employee is determined to be disqualified from driving, the employee shall be given written Notice of Determination of Cause or Disqualification, by the hiring authority. Verbal notice is insufficient. The employee's driving privileges are suspended at the time of notice.

When driving is an essential function and the employee is disqualified from driving:

a. Employee will not be allowed to continue to drive on company business at any time
b. Employee may be assigned non-driving duties as authorized by the Superintendent or designee
c. Employee may ride as a passenger if approved by the hiring authority.

RESPONSIBILITIES

Hiring Authorities – Human Resources, Directors or designees responsibilities include:

a. Vehicle storage and use arrangements
b. Completing and maintaining required reports, i.e., Vehicle Accident/Property Damage Report, CCISD Driver Information Form
c. Screening employees for driving eligibility and annually verifying and furnishing the Benefits & Risk Management office with a current list of drivers.
d. Ensuring employees receive training in the safe operation and maintenance of CCISD vehicles and/or specialized equipment.
e. Taking disciplinary action associated with non-compliance
f. Considering driver training, performance, and fleet safety accountability in job performance evaluations.

Supervisors shall be responsible for:

a. Monitoring employees who drive to ensure the employee is in a physical condition to drive safely

b. Reviewing an employee's driving record after each report of any accident or moving violation to determine action concerning driving duties

c. Submitting to the Transportation Department the Clear Creek Independent School District Vehicle Accident and Property Damage Report, by close of business the next workday following the accident.

d. Responding to the accident scene, taking pictures, and beginning an investigation, where possible

e. Verifying proper district vehicle preventive and corrective maintenance (per manufacturer recommendations and district maintenance and operations procedures) is accomplished and documented

Employees shall be responsible for:

a. Performing regular inspections of district vehicles

b. Reporting violations of this administrative regulation to their supervisor and/or other appropriate authority

c. Possessing a valid Texas driver license available at all times, and to present either for inspection and verification purposes when requested

d. Reporting to a supervisor, immediately, when

- Any accident, moving violation, or damage to property occurs
- A driver's license has been revoked or suspended for any reason
- Whenever a medical or other condition occurs or a medication prescribed or taken that would affect the ability to drive safely
- Filing an accident report with law enforcement when involved in a vehicle accident
- Attending district sponsored training within six (6) months from date of hire and once every three years thereafter.
- Advising a supervisor immediately upon observation that a district vehicle may be unsafe to drive

Benefits & Risk Management Responsibilities:

a. Serve as district liaison with insurance carriers

b. Recommend procurement of district automobile liability insurance

c. Pursue district vehicle damage recovery from responsible parties

d. Conduct or coordinate appropriate supplemental training

e. Maintain the current list of district drivers

f. Periodically review and make recommendations for modification of this administrative regulation

Transportation Department Responsibilities:

a. Conduct supplemental accident investigations

b. Conduct MVR checks and communicate findings to hiring authority with the exception of CDL holders in the transportation department

c. Maintain district drive and accident records