

Chapel Hill I.S.D. - Suburban Usage Policy

This policy applies to all persons who operate the Chapel Hill ISD Suburban

Qualified Drivers:

Drivers must be at least 25 years of age with a valid and current Texas driver's license. Any exceptions to this age requirement must be approved by Dean Rodgers, Director of Operations & Facilities. A copy of the driver's license will be kept on file each year for the duration of the school year.

Drivers must not have any "Type A" violations listed below:

- | | |
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| Driving while intoxicated | Driving under the influence of drugs |
| Hit and run | Failure to report an accident |
| Reckless Driving | A Citation involving street or drag racing |
| Negligent homicide arising out of the use of a motor vehicle | |
| Operating during a period of suspension or revocation | |
| Using a motor vehicle for the commission of a felony | |
| Permitting an unlicensed person to drive | |

Drivers must be employees of Chapel Hill Independent School District

Driver shall not permit the transport of more passengers than the suburban is equipped to carry; and that all persons are wearing seat belts. (8)

If youth are being transported, driver(s) must ensure adequate supervision at all times.

Drivers may not use cell phones for any purpose while the vehicle is in motion.

Drivers and/or passengers may not smoke or use tobacco in the Suburban as stated in CHISD Board Policy DH (LEGAL) and DH (LOCAL).

Drivers will receive a copy of the Suburban Usage Policy and be required to sign that they have read and will agree to follow the Policy.

Reservations:

The Director of Transportation will be responsible for oversight of vehicle maintenance and usage.

Suburban reservations should be scheduled by contacting the Transportation department.

If you need to reserve the Suburban for an event or trip – email the Transportation department to let them know of the event and need of the Suburban. Using the attached **Suburban Usage Form**; you can print the form, fill it out, scan and send it to the Transportation department as an attachment with the notification email. If the Suburban is already spoken for they will let you know. The **Suburban Usage Policy and Suburban Usage Request Form** is attached for your review and use. **Again**, it is extremely important that forms are completely filled out to ensure your request is processed as soon as possible.

The suburban must be reserved at least **one week** in advance of travel unless an emergency arises.

Keys may be picked up from and returned to Angela Lamb – Waddell or Phyllis Hackman immediately upon return or at the first available opportunity to ensure that the next group has access to the keys.

If you have a problem with/or notice something **not-quite-right** with the vehicle, please let us know in writing so we can get the proper person to review the problem.

The Suburban should be clean upon its return – if Suburban is returned dirty, the group that used the vehicle last, will be charged a fee to clean the vehicle.

Page 2, Suburban Usage Policy 2013-14

There ***must*** be 3 or more passengers to use the Suburban.

Student groups receive priority over everyone and may “bump” a previous reservation if necessary.

The Transportation department must be notified via email or phone as soon as possible if there is a cancellation. The vehicle will be fueled by maintenance employees, so you do not need to do so. However, if it will be taken on a trip that requires more than one tank of gas, the driver will need to check out the district’s gas and travel card for refueling.

**Any exceptions to the qualifications listed above must be approved by the
Director of Operations & Facilities**

I have read and understand the above guidelines regarding the Chapel Hill I.S.D. Suburban usage.

Signature

Date

SUBURBAN USAGE REQUEST

Date of Request: _____ Travel Date(s): _____

Approximate Departure Time: _____ Return Time: _____

Name of Group Traveling: _____

Destination: _____

Purpose of Travel: _____

Number of Students / Staff Traveling: _____

Name of Designated Driver: _____



Designated Driver must submit a copy of his / her driver's license to the Transportation Department prior to the trip.

Budget Code Name: _____

Budget Code Number: _____

The charge per mile is .40 cents

Routing of this request:

Sponsor will initiate the request in a timely manner and completely fill in the requested information.

The request will obtain the Principal's approval.

The campus bookkeeper must verify the availability of funds.

Budget transfers must be initiated at the campus level and sent to the transportation department to make funds available for a particular account.

When the request is completed and funds verified, the request will be routed directly to the Transportation department.

The requestor will receive notification of approval.

**If this trip is to be canceled, the
Transportation department
must be notified *immediately***