

TRANSPORTATION DEPARTMENT

Transportation Vehicles

Standard Operation Procedures



The following rules and regulations should be followed when operating or riding in a district owned vehicle on any school sanctioned activity (see below).

Please read carefully:

Vehicle's capacity:

Car (Ford Focus) 5 passengers, including driver

SUV (Chevrolet Suburban) 9 passengers, including driver

Activity Bus 15 passenger, including driver

1. **All employees must report any ACCIDENTS immediately to Transportation Department. Employee involved in ACCIDENT will be subject to a DRUG TEST on site. No exceptions, please contact any of the Transportation Department personnel below 24/7.**
Transportation Office # (956) 797-8535 or (956) 797-8532 Mon.-Fri. 6:00am-5:30pm

Transportation Director
Mr. Darrell Guerra
(956) 244-4402

Transportation Supervisor
Juan Flores
(956) 245-9060

Transportation Secretary
Lizette Cantu
(956) 797-8532

2. **Must follow and obey the State of Texas traffic laws, rules and regulations.**
3. Must perform Pre and Post inspection of the vehicle being used and report any findings (damages or mechanical failures) in writing to the transportation office personnel.
4. **All passengers must wear seat belts while on board.**
5. Driver must have a valid Texas Driver license.
6. Fuel credit cards must be requested when vehicle is issued and returned immediately upon arrival. (Fuel Cards issued by Business Office **only**)
7. Credit Cards and all signed fuel receipts must be turned into Business Office.
8. Vehicle keys must be turned into transportation office personnel.
9. **All trash in the vehicle must be collected and disposed upon completion of the trip.**

I have read and understand the Standard Operating Procedures for using any district owned vehicle and agree to abide by the rules. Appropriate disciplinary action will be taken if any violation should occur.

Signature

Dept./Campus

Date