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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Grand Prairie Independent School District Human Capital Department, attention Dr. Loraine Morazzano, at 2602 S. Belt Line Rd., Grand Prairie, TX., 75052, phone (972) 237-5377. Grand Prairie Independent School District will further be referred to as GPISD in this handbook.

This handbook is neither a contract nor a substitute for the official District Policy Manual, nor is it intended to alter the at-will status of non-contract employees in any way; rather, it is a guide to and a brief explanation of district policies. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Policy manuals are located in all school and department offices and are available for employee review during normal working hours. Board Policies may also be found in the policy section of the GPISD web site (www.gpisd.org).
Online Auxiliary Employee Handbook and District Policy Manual Acknowledgement

I hereby acknowledge access to the Grand Prairie Independent School District Auxiliary Services Handbook and Board Policy Manual. I agree to read the handbook and abide by the standards, district policies, and procedures defined or referenced in this document.

The information in this online handbook and Board Policy Manual are subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

The online version of the Auxiliary Services Handbook is located on the GPISD web site. To find this manual go to www.gpisd.org, Departments, Facilities, Quick Links and Forms, there you will find the Auxiliary Services Handbook link.

The online version of the Board Policy Manual is located on the GPISD web site. To find this manual, go to www.gpisd.org, to Board, and click on Policy.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I also accept responsibility for contacting my supervisor or the GPISD Human Resources Department if I have questions or concerns or need further explanation.

I understand that I may refer to the GPISD Policy Online at www.gpisd.org or receive a printed hard copy of the GPISD Board Policies handbook from Human Resources.

______________________________  ______________________
Signature                                      Date

****************************************************************************************************************************

JOB DESCRIPTION AND APPRAISAL ACKNOWLEDGEMENT

I hereby acknowledge review and understanding of my current job description and appraisal instrument as provided to me by the district for the 2018-19 school year.

______________________________  ______________________
Signature                                      Date

NOTE:  Please sign a copy of this form and forward to your school or department secretary.
Employees are directed to access District Board Policies by logging onto the District’s home page at www.gpisd.org

INSTRUCTIONS

- Log on to www.gpisd.org
- Click on “Board” (top of district’s home page)
- Select “Policy” (scroll down on the right)
- Select one of four options:

  (Example: If you wish to find out more about: Equal Employment Opportunity)

  i. Search All Policies
     (Type in: “equal employment opportunity”)
     or
  ii. Browse Sections
      (Select “D” Personnel)
      or
  iii. Go to Policy Code
       (Type in: “DAA”)
       or
  iv. Browse Topics Index
      Select “E”

I also understand I may confer with my immediate supervisor, department director, executive director, department assistant superintendent, or the Human Resources Department.
**District Profile**

Grand Prairie is the 7th largest city in the Dallas-Fort Worth Metroplex and the 15th largest city in the state of Texas. Grand Prairie is conveniently located between Dallas and Fort Worth in the far western part of Dallas County. The city offers relaxation, family fun, friendly neighbors and a smart place to live and do business. More than 175,000 people live in Grand Prairie. Residents tend to be 30-something, dual-income homeowners. In Grand Prairie, families who have lived here for generations welcome newcomers who choose to move to Grand Prairie for the same reasons the natives don't leave - location and hometown atmosphere.

The Grand Prairie Independent School District is the largest employer in Grand Prairie with approximately 4,776 staff members. More than 2,013 of those are instructional staff. GPISD is a 58-square mile district serving approximately 29,000 students within the Dallas County portion of Grand Prairie. The District boasts 39 campuses, 22 elementary schools, 6 middle schools, 4 high schools, 3 grades 6-12 campuses, 1 grade PK-8 campus, 2 early education schools, and one alternative education school.

The District has a diverse student population with 66.23 percent Hispanic students, 17.82 percent African-American students, 10.18 percent White students, 3.12 percent Asian/Pacific Islander students, 2.21 percent two or more races, and .36 percent Native American students.

Voted into existence on July 5, 1902, the District had the distinction of celebrating its 100-year anniversary during the 2002-2003 school year. In 2015, the District passed a $91 million bond election.

**Vision Statement**

We are a learning community vigorously pursuing student success.

**Mission statement**

We shall ensure student success through engaging learning experiences, collaborative leadership, and a focus on maximizing student achievement.

**GPISD Goals and Strategies**

- Maximization of Student Achievement
- Exercise Responsible Fiscal Oversight
- Develop Leadership Capacity
- Promote 21st Century Learners who are College and Career Ready
- Promote a Safe Learning Environment
The Grand Prairie Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

**Board of trustees**

*Refer to Policies BA, BAA, BBA, BBB, BBE, BE, BEC, BED*

Texas law grants the Board of Trustees the power to govern and oversee the management of the District’s schools. The Board is the policy-making body within the District and has overall responsibility for the curriculum, school taxes, annual budget, and employment of the superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Trustees is elected by the citizens of the District to represent the community’s commitment to a strong educational program for the District’s children. Trustees are elected at large and serve three-year terms. Trustees serve without compensation, must be registered voters, and must reside in the District.

Trustees usually meet monthly at the GPISD Education Center. Special meetings may be called when necessary. A written notice of regular and special meetings will be posted at the GPISD Education Center at least 72 hours before the scheduled meeting time. The written notice will show the date, time, place, and subjects of each meeting. In emergencies, a meeting may be held with a two-hour notice.

All meetings are open to the public. In certain circumstances, Texas law permits the Board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, certain personnel matters including employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.
Grand Prairie ISD Board of Trustees

2018-2019

Mr. Terry Brooks, President
terry.brooks@gpisd.org
972.998.4978
Place 1, Single Member District

Mrs. Gloria Carrillo, Vice-President
gloria.carrillo@gpisd.org
214.543.5217
Place 3, At Large

Mr. Burke Hall, Secretary
burke.hall@gpisd.org
214.505.8878
Place 7, At Large

Mr. David Espinosa
david.espinosa@gpisd.org
972.595.2858
Place 5, Single Member District

Mr. Aaron King
aaron.king@gpisd.org
817.994.5177
Place 4, Single Member District

Mr. Chester McCrary
chester.mccrary@gpisd.org
972.249.5757
Place 2, Single Member District

Mr. Steve Pryor
steve.pryor@gpisd.org
469.233.3906
Place 6, Single Member District
Administration

Susan Simpson Hull, Ph.D.
Superintendent of Schools

Vern Alexander, Ed.D.
Deputy Superintendent of Student Services

Nugget Cunningham, Ph.D
Deputy Superintendent of Academics

Nancy Bridges
Deputy Superintendent of Business Operations

Pat Lewis
Deputy Superintendent of Innovation and School Improvement

Phil Jimerson, Interim
Assistant Superintendent of Operations

Linda Ellis
Deputy Superintendent of Teaching & Learning

Calvin Harrison
Assistant Superintendent of Student Services

Susanna Ramirez
Assistant Superintendent of Early Education and Family Engagement

Robb Welch
Assistant Superintendent of Business & Finance
Helpful contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

Education Center

Main Information Number (972) 264-6141
Public Engagement (972) 237-4008

Human Capital Department:
Professional Employees (972) 237-5379
Paraprofessional Employees (972) 237-5373
Substitute Employees (972) 237-5356

Maintenance Department
Auxiliary Employees (972) 343-4482

Operations Department
Auxiliary Employees (972) 343-4429

Finance (Payroll, Insurance and Benefits) (972) 237-5501

Facilities (972) 237-5361

Educational Operations
Staff Development (972) 522-3452

Special Education (972) 237-4019

School & Student Services
Elementary School Administration (972) 237-5484 or (972) 237-5358
Secondary School Administration (972) 237-5482

Technology Help Desk
Badges (972) 237-5413
(972) 237-5459

Student Achievement Testing (972) 237-5533

Teaching & Learning/Educational Programs (972) 237-4041
School Policies

The Board must approve all school policies. No staff member shall issue any letter, bulletin, or any other form of communication, which amends, modifies, or places a new interpretation on any Board Policy. However, supervisors may issue letters, bulletins or other communications which implement Board policies or which address issues not covered by Board policy.

Equal employment opportunity/Equal opportunity
(Refer to Policy DAA)

The Grand Prairie Independent School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Title IX: Dana Jackson  Director of Counseling Services  2602 S. Belt Line Road  Grand Prairie, TX 75052-5344 972-264-6141
Section 504/ADA: Michelle Brinkman  Director of Special Services  2602 S. Belt Line Road  Grand Prairie, TX 75052-5344 972-264-6141
All other nondiscrimination laws: Dr. Susan Hull  Superintendent  2602 S. Belt Line Rd  Grand Prairie, TX 75052-5344 972-264-6141

Job vacancy announcements
(Refer to Policy DC)

To the extent possible, announcements of job vacancies by position and location are updated daily on the Employment Opportunities Page of the District’s Internet Web Site as well as updated and posted weekly at the central administration building.

At-will employees
(Refer to Policy DCD)

Support employees are employed at will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor. All paraprofessional and auxiliary employees, regardless of certification, are employed at-will and not by contract. Employment is not for any specified term and may be terminated at any time by either the employee or the district.
Suspension
(Refer to Policy DCD-R)

A non-contract employee may be suspended with or without pay at any time by the Superintendent or designee.

Searches and alcohol and drug testing
(Refer to Policy DHE)

Non-investigatory searches in the workplace, including accessing an employee’s desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee’s personal items, work areas, including district-owned computers, lockers, and private vehicles parked on district premises or work sites or used in district business.

Employees required to have a commercial driver’s license

Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who are otherwise subject to alcohol and drug testing will receive a copy of the District’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies should contact Risk Management at (972) 237-5392. For related educational material contact Rosie Mendez, EAP Coordinator at (972) 237-4025.

Drugs, alcohol, weapons
(Refer to Policy DH, GKA)

Use, possession, manufacture, distribution, or being under the influence of illicit drugs or alcohol on district premises or at district-related activities is strictly prohibited.
Use, possession or distribution of firearms, handguns, illegal knives or other illegal weapons on district premises or at any district-related activity is strictly prohibited.

Employees who violate any of these prohibitions shall be subject to disciplinary action up to and including termination from employment and referral to appropriate law enforcement officials for prosecution.

**Possession of firearms and weapons**
*(Refer to Policy FNCG, GKA)*

Employees, visitors, and students are prohibited from bringing firearms, knives, or other weapons onto school premises or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the District’s weapons policy should report it to their supervisors or call (972) 237-5307 immediately.

**Employment requirements and restrictions-Nepotism**
*(Refer to Policy DBE)*

It has been determined to be in the best interest of the District that no auxiliary employee shall be employed and assigned on the same campus or in the same craft department as another employee who is a blood relation (consanguinity), within the first or second degree to another employee or by marriage relation (affinity), within the first degree. No employee shall be placed in an assignment in which a relative, as identified, would be accountable for his or her evaluation or supervision.

<table>
<thead>
<tr>
<th>BLOOD RELATION TO EMPLOYEE (CONSANGUINITY)</th>
<th>1st DEGREE</th>
<th>2nd DEGREE</th>
<th>3rd DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td>Sister</td>
<td>Uncle</td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td>Brother</td>
<td>Aunt</td>
<td></td>
</tr>
<tr>
<td>Son</td>
<td>Grandfather</td>
<td>Niece</td>
<td></td>
</tr>
<tr>
<td>Daughter</td>
<td>Grandmother</td>
<td>Nephew</td>
<td></td>
</tr>
<tr>
<td>Daughter-in-law</td>
<td>Grandfather</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Son-in-law</td>
<td>Grandson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stepchildren</td>
<td>Granddaughter</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopted children</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MARRIAGE RELATION TO EMPLOYEE (AFFINITY)</th>
<th>1st DEGREE</th>
<th>2nd DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Husband</td>
<td>Sister-in-law</td>
<td></td>
</tr>
<tr>
<td>Wife</td>
<td>Brother-in-law</td>
<td></td>
</tr>
<tr>
<td>Son-in-law</td>
<td>Grandparent-in-law</td>
<td></td>
</tr>
<tr>
<td>Daughter-in-law</td>
<td>Grandchild-in-law</td>
<td></td>
</tr>
<tr>
<td>Father-in-law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mother-in-law</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stepchildren</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adopted Children</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Workload and work schedules
(Refer to Policy DK Local)

For 2018-2019:
- Bus Drivers and Attendants - 187 days
- Food Service Workers – 189 days
- Food Service Managers – 195 days
- Administrative and Clerical – 240 days
- Maintenance & Operations - 260 days

The working hours for auxiliary personnel will vary from department to department. The schedules are determined by the department directors in keeping with the needs of the District in relation to the school day and student activities.

Employees must clock in and out daily. Each pay period begins on Saturday. **Clocking in for another employee is prohibited and will result in the immediate termination of employment of both employees involved. NO EXCEPTIONS!**

Employees must clock in no more than 7 minutes prior to the start of the work shift or clock out no later than 7 minutes after the end of the work shift.

Employees will clock in & clock out at the following times:
- At the beginning of each work day
- At the end of each workday
- When leaving duty and returning to duty at any other time during the day

If an employee fails to clock in at the beginning or clock out at the ending of a shift, it must be reported to a departmental supervisor’s office as soon as possible in order for the supervisor to record the accurate time. All times must be recorded by True Time or by a departmental supervisor. **Failure to do so may result in the employee not being paid in a timely manner. Written times will not be accepted unless signed each time by a departmental supervisor.** Failure to clock in when arriving at work or clock out when leaving for the day will result in disciplinary action up to and including termination of employment.

Should an employee have to leave the premises for a personal emergency, the employee must notify his/her immediate supervisor. Leaving work without notifying a supervisor will result in disciplinary action up to and including termination of employment.

The successful operation of the School District depends upon all employees being at work on time each day. When an employee is absent or tardy, supervisors and other employees must make adjustments in order to keep the school operating efficiently. Excessive absenteeism or tardiness will result in disciplinary action up to and including termination of employment.

**Example Situations** – The following examples will assist the employee to see how excessive
absences or tardiness are judged. These examples are for illustration purposes only and do not represent every type absence:

- An employee is ill with the flu and is absent for more than one consecutive day. This is considered one (1) occurrence under the excessive absence definition.

- An employee is absent for two (2) days with the flu and returns to work the third day, then is absent again the fourth day. This is considered two (2) separate occurrences of absence.

- An employee is absent for one day in the first week, one day in the second week, and one day in the fourth week. This is considered three (3) separate occurrences under the excessive absence definition.

- An employee works a split shift, i.e., two hours in the morning and two hours in the afternoon, and the employee does not show for the morning period but is present for the afternoon. This is considered one (1) occurrence of absence.

**Outside employment**

It must be recognized that most employment in the School District is full-time employment and should be considered such by all personnel. Any additional employment accepted by employees must not in any way interfere with the complete and efficient performance of the employee’s full-time duties and obligations with the GPISD.

The District recognizes the possible need for "second jobs" to provide a supplemental income. However, there are some guidelines that must be observed:

- No employee shall perform any type of work or service during regular district work hours for any person, or at any location, that is not district-directed or approved.

- School district vehicles may not be used for secondary employment purposes.

- Outside or secondary employment shall never interfere, impede or conflict with the employee’s primary job performance and/or duties or with the best interest of the District. Any employee who believes he/she has/may have a conflict of interest shall disclose the interest to his/her immediate supervisor who will take whatever action is necessary, if any, to ensure that the District’s best interests are protected.

- Local sick leave cannot be used for secondary employment purposes.

- Absences for secondary employment are prohibited.

- No employee shall work on any unapproved or personal project for another person, whether that person is a district employee, board member or otherwise, while on district time.

- No employee shall purchase any tools, materials, supplies, or other items for personal use or for a personal or secondary/side line business, while on district time, or use any district resources.
**Performance evaluation**  
*(Refer to Policy DN, DNA, DNB)*

Evaluation of an employee’s job performance should be a continual process that focuses on improvement. Performance evaluation is based on an employee’s assigned job duties and other job-related criteria. All employees will participate in the evaluation process with their assigned supervisor at least annually. Written evaluations will be completed on forms approved by the District. Reports, correspondence, and memoranda also can be used to document performance information. All employees will receive a copy of their written evaluation, have a performance conference with their supervisor, and get the opportunity to respond to the evaluation.

All GPISD auxiliary employees are evaluated on an annual basis.
COMPENSATION and BENEFITS

Employees are directed to access District Board Policies by logging onto the District’s home page at www.gpisd.org

Salaries, wages, and stipends
(Refer to Policy DEA, DEAA)

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The district’s pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or nonexempt according to federal law. Auxiliary employees are generally classified as nonexempt and are paid based on hourly wages or provided compensatory time for each overtime hour worked.

Salary and wage schedules are reviewed annually and adjusted according to the budgeted amounts approved by the Board. All employees can access their pay online before the start of school each year. Employees should contact the Human Resources Department or the Payroll Office for more information about the District’s pay schedules or their own pay.

Paychecks

The Grand Prairie ISD implemented a fully electronic payroll system starting with the first paycheck in the 2010-2011 school year. No paper checks are issued. The fully electronic payroll system is also known as “Direct Deposit”. Employees must have a checking or savings account or a Money Network card in order for the District to directly deposit (electronically transfer) your paycheck. If you have questions about your payroll statement, please contact the Payroll Supervisor, at (972) 237-5511.

Automatic payroll deposit

All employee paychecks are electronically deposited into a checking or savings account or on a cash pay card of their choice. A notification period of two to four weeks is necessary to activate this service. Direct deposit vouchers are available by accessing Skyward Employee Access via the Grand Prairie ISD website.

Final check

Final checks will not be issued until all items have been returned. Lost or damaged items or accrued fees for which the employee is responsible will be charged against the final check at the employee’s request or obtained by other legal means. Normal use and wear is not considered as damage.

Payroll deductions
(Refer to Policy CFEA)
The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS) or 457 FICA Alternative employee contributions
- Federal income tax
- Medicare tax (applicable only to employees hired after March 31, 1986)

Other payroll deductions - Employees may elect to include deductions for the employee’s share of premiums for health, dental, life, and vision insurance; annuities; and higher education savings plans. Employees also may request payroll deduction for payment of membership dues to professional organizations. Salary deductions are automatically made for unauthorized or unpaid leave.

**Overtime compensation**
*(Refer to Policy DEA)*

Overtime work, work over 40 hours in a workweek, is to be kept to a minimum. When it is necessary for an employee to work overtime, overtime must be pre-arranged and pre-approved by an appropriate departmental supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee’s regular work schedule. Nonexempt employees must work more than 40 total hours in a week to earn overtime compensation. **For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Saturday and ends at midnight Friday.**

Nonexempt employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The following applies to all nonexempt employees:

- Effective September 1, 2001, employees can accumulate up to 60 hours of compensatory time.
- Comp time must be used in the duty year that it is earned.
- Use of comp time may be at the employee’s request with supervisor approval or at the supervisor’s request as workload permits.
- An employee may be required to use comp time before using any other available paid leave (e.g., sick, personal, vacation).
- Bi-weekly time records will be maintained on all nonexempt employees at the work location for the purpose of wage and salary administration.

**Comp Time**
*(Refer to DEA (Local)*

Effective September 1, 2001, compensatory time earned by nonexempt employees may not
accumulate beyond a maximum of 60 hours. Effective September 1, 2001, compensatory time shall be used within the duty year in which it is earned. Use of compensatory time may be at the employee's request or as determined by the employee's supervisor to protect the District's schedules and activities.

**Guidelines related to Fair Standards Labor Act (FSLA)**

**Hours beyond 40 hours:**
- All hours beyond 40 hours must receive prior approval from the employee’s direct supervisor and be supported in department/campus budget, if compensation is to be paid.
- The hours beyond 40 will be approved and agreed upon as “additional pay” or “compensatory time” by the direct Supervisor and the employee.
- Additional Pay and Compensatory Time will be administrated according to GPISD Board Policy DEA (LEGAL & LOCAL)

Nonexempt employees may be compensated on an hourly basis or on a salary basis. Employees who are paid on an hourly basis shall be compensated for all hours worked. Employees who are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless the employee works more than 40 hours. A nonexempt employee shall have the approval of his or her supervisor before working overtime. An employee who works overtime without prior approval is subject to discipline but shall be compensated in accordance with FSLA.

For purposes of FSLA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday. At the District’s option, nonexempt employees may receive compensatory time off, rather than overtime pay, for overtime work. The employee shall be informed in advance if overtime hours will accrue compensatory time rather than pay. Compensatory time earned by nonexempt employees may not accrue beyond a maximum of 60 hours. If an employee has a balance of more than 60 hours of overtime, the employee will be required to use compensatory time or, at the District’s option, will receive overtime pay. An employee shall use compensatory time within the duty year in which it is earned. If an employee has any unused compensatory time remaining at the end of a fiscal year, the employee shall receive overtime pay. Compensatory time may be used at either the employee’s or the District’s option. An employee may use compensatory time in accordance with the District’s leave policies and if such use does not unduly disrupt the operations of the District. [See DEC(LOCAL)] The District may require an employee to use compensatory time when in the best interest of the District.

- All nonexempt employees must maintain weekly time reports utilizing the district’s designated system. An employee’s failure to comply is subject to discipline. Weekly time sheets will be submitted the Monday following each work week, if holiday, the following day.

**Extra Working Opportunities**

**Non-exempt** employees receive hourly wages; non-contractual status.
- All overtime must be prior approved by an employee’s direct supervisor and be supported in department/campus budget, if compensation is to be paid.
• An employee who continues to work beyond their work schedule is prohibited from volunteering \textit{[to offer oneself willingly to undertake a service]} to do work within their regular assignment, unless it is approved by their direct supervisor and be supported in department/campus budget, if compensation is to be paid.

• An employee will not receive compensation if he/she volunteers to work in their child’s classroom or in an activity in which the child is a participant.

• Occasional and sporadic work – “Occasional or sporadic” is defined as infrequent, irregular, or occurring in scattered instances [29 CFR§553.30(b)(1)].
  - The occasional or sporadic assignment is not within the same general occupational category as the employee’s regular assignment.
  - The decision to work in a different capacity was made solely at the employee’s discretion and without coercion from employer, implicitly, or explicitly.
  - Assignments would be based on first come, first served basis.
  - Rate must be hourly and at least minimum wage. In addition to the amount owed, written documentation submitted to payroll must reflect hours worked and signed by employee.
  - The employee is free to refuse performing the work without fear of reprisal, or without having to justify the decision.
    - Employee may not work consecutively at the same assignment. Consecutively being day to day, week to week, month to month—based on the assignment scheduled. (Example: day to day – tutorials, week to week – athletic gates, and month to month – Saturday School).

**Wage adjustments**

Reassignments to positions requiring less responsibility and/or skills will result in a decrease in salary.

**Travel expense reimbursement**

(Refer to Policy DEE)

Before an employee incurs any travel expenses, the employee’s supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district and the Internal Revenue Service. Employees must submit receipts to be reimbursed for parking, taxis and/or mileage.

**Health, dental, and life insurance**

Group health insurance coverage is available to all full time (20 or more hours per week) employees. The Board of Trustees determines the District’s contribution to the employee insurance program annually. Detailed descriptions of insurance coverage, prices, and eligibility requirements are provided to all employees at the time of their induction as a new employee.
The insurance plan year is from September 1st through August 31st of each year. New employees must complete enrollment forms within the first month of employment. Employees should contact the Benefits Department at (972) 237-5513 for more information.

**Supplemental insurance benefits**  
*(Refer to Policy CRG)*

At their own expense, employees may enroll in supplemental insurance programs for cancer, disability, and term life. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Department at (972) 237-5513 for more information.

**Cafeteria plan benefits (Section 125)**  
*(Refer to Policy CRD)*

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., disability, accidental death and dismemberment, cancer, dental and additional term life insurance). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis during the specified time period.

**Workers’ compensation insurance (see pg. 45 for vehicular accidents)**  
*(Refer to Policy CRE)*

The District, in accordance with state law, provides workers’ compensation benefits to employees who suffer a work-related illness or injury in the course and scope of their regular duty. If eligible, workers’ compensation benefits pay for medical treatment of the work-related illness or injury. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the employee’s supervisor.

The District operates Synergy Provider Panel, a workers’ compensation 504 network. The employee must seek treatment with a provider contracted within the Synergy Provider Panel and listed as a treating doctor. It is the responsibility of the employee to inform the medical provider that the injury occurred on the job.

Employees who are unable to work due to a work-related illness or injury will be notified of their rights and responsibilities under the Texas Labor Code. An employee absent from duty because of a work-related illness or injury incurred in the performance of their regular job duties may be eligible for workers’ compensation weekly income benefits if the absence exceeds seven calendar days and if eligible, shall be placed on family and medical leave. An employee receiving workers’ compensation wage benefits for a work-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee choosing to use paid leave may receive workers’ compensation weekly income benefits to the extent that paid leave does not equal the pre-illness or pre-injury wage. If the use of paid leave is not elected, the employee will only receive workers’
compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or pre-injury wage.

**Unemployment compensation benefits**  
*(Refer to Policy CRF)*

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits under the Texas Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Human Resource office at 972-237-5369.

**Teacher retirement**  
*(Refer to Policy DEA)*

All personnel employed on a regular basis for at least one-half of the normal work schedule are members of the Teacher Retirement System of Texas (TRS). TRS membership begins on your first day of eligible employment with a TRS-covered employer. Substitutes not receiving TRS service retirement benefits who work at least 90 days a year are eligible for TRS membership and may purchase a year of creditable service. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31.

Employees who plan to retire under TRS should complete a GPISD Letter of Retirement Form and notify the Human Capital at 972-237-5577 as soon as possible. Information on the application procedures for TRS benefits is available at the locally held TRS seminars or by directing inquiries to: Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call (800) 223-8778 or (512) 542-6400. TRS information is also available on the Web (www.trs.state.tx.us). See [Employment After Retirement for Service Retirees](#) for information on restrictions of employment of retirees in Texas public schools.

**Sick leave bank**  
*[Refer to Policy DEC (Local)]*

Full time Auxiliary employees are eligible to join the Sick Leave Bank during the fall enrollment of each school year (August) after having been employed on a continuous basis for a sufficient length of time to have earned, and have available, the three (3) days necessary to donate to the Bank. The purpose of the Sick Leave Bank is to ensure that members have adequate sick leave days in the event of an unexpected disability or critical illness. Sick Leave Bank benefits shall be used only for the personal illness or disability of the member and not for illness of the immediate family. An employee may not apply for Sick Leave Bank benefits until all accrued local sick days and state personal days have been exhausted.
**Vacation**  
*(Refer to Policy CRF, DEC, DED-R)*

Vacation days are earned for the fiscal year of September 1 through August 31. Vacation days shall be earned at the rate of one-half (1/2) day of vacation per pay period, up to a maximum number of ten (10) vacation days per year.

**Vacation reporting**

The Payroll Department will determine the availability of vacation days. The employee will be paid if days are available and docked full pay if no vacation or personal leave days are available. Vacation requests must be submitted online using Employee Access.

**Using vacation days**

Vacation days may not be used until the employee has worked for the District for four (4) months. Vacation days are not allowed to be used before they have been earned. Vacation days may not be accumulated from year to year. The department director must approve requests for vacation days used two (2) weeks prior to or after the beginning of a new school year.

**Loss of vacation days**

If not used by December 31, following the end of the fiscal year in which the vacation days are earned, they will be lost and cannot be used by the employee.

Vacations need to be scheduled as far in advance as possible. In cases where more than one employee requests the same vacation dates, seniority will be a factor in the supervisor’s decision.

Employees must submit a request via Employee Access to their immediate supervisor one (1) week prior to the scheduled vacation for approval. Supervisors approve vacation days based on the needs of their departments.

**Paid vacation days**

Hourly employees will be paid for unused vacation days that have been earned but remained unused at the time of the employee’s resignation or retirement from the District.

**Paid holidays**

The District approves ten (10) paid holidays per year for 260 day positions and nine (9) paid holidays per year for 187, 189, and 195 day positions. See the current Auxiliary Holiday Schedule for the dates of approved holidays for each school year.
Leaves and absences
(Refer to Policy DEC)

The District offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long medical leaves of absence (more than 5 days) should contact Norma Puckett, Supervisor of Personnel Records & Leave at 972/237-5369. For all other leaves/absences contact immediate supervisor or benefits office at 972/237-5513.

Employees who are on an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family and Medical Leave Act will be paid by the District, as they were when they were working. Otherwise, the District is unable to make benefit contributions for employees who are on an unpaid leave of absence.

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate leave request form. Any employee who is absent more than five (5) days because of a personal or family illness must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and in the case of personal illness, the employee’s fitness to return to work.

Personal and local sick leave is earned on an accrual basis. Leave is available for the employee’s use as anticipated and unanticipated leave. If an employee leaves the District before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee’s final paycheck.

Personal leave

State law entitles all employees to five days of paid personal leave per year. Personal leave is earned at a rate of one-half (1/2) day of state personal leave per pay period up to the statutory maximum of five (5) workdays annually. One (1) day of earned personal leave is equivalent to an assigned workday. There is no limit on the accumulation of state personal leave, and it can be transferred to other Texas school districts and is generally transferable to education service centers. There are two types of personal leave: unanticipated and anticipated.
Unanticipated. Leave that is taken for personal or family illness, emergency, a death in the family, or active military service is considered unanticipated leave. This type of leave allows very little or no advance planning and will be granted to employees in the same manner as sick leave.

Anticipated. Leave that is taken at an employee’s discretion and that can be scheduled in advance is considered anticipated leave. An employee wishing to take anticipated personal leave must submit a written notice of the request five (5) days in advance of the anticipated absence to his or her principal or supervisor. Anticipated personal leave will be granted on a first-come, first-served basis. Supervisors shall approve requests for anticipated personal leave based on the needs of the District and/or the requirements of the position of the employee making the request.

State sick leave (Prior 95-96)

Previously accumulated state sick leave is available for use and may be transferred to other school districts in Texas. Sick leave can be used only in half day or whole day increments except when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers’ compensation benefits.

Sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee’s immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

All employees shall earn an additional five (5) workdays of local sick leave per school year at the rate of one-half (1/2) day of local leave per pay period, up to the maximum of five (5) workdays annually. One (1) day of earned local leave is equivalent to an assigned workday. Local sick leave begins to accrue after the five (5) state personal days have been earned for the current school year. Local sick leave shall accumulate without limit and shall be taken with no loss of pay.

Local sick leave shall be used only for the illness of the employee or a member of the employee’s immediate family, family emergency, or death in the employee’s immediate family.

Employees called to active military service have the right to use available local sick or personal leave.

Docked Days

After an employee’s accrued days of leave have all been used, employees will begin dock days. Employees who begin dock days after exhausting all available leave options, (FMLA, Temporary Disability Leave), will be placed on Payroll Inactive Status. For further information regarding
Family and medical leave

Employees who have been employed by the District for at least 12 months and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave, are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave each year between July 1st and June 30th for the following reasons:

- An employee’s own serious health condition
- To care for a spouse, parent, or child with a serious health condition
- Birth of a child, to care for a newborn, or placement of child for adoption or foster care
- A qualifying exigency resulting from a family member’s call to active military duty
- To care for a family member who is a current U.S. service member and who becomes seriously ill or is injured in the line of duty while on active duty

A husband and wife who are both employed by the District are subject to limits in the amount of leave that they can take to care for a parent with a serious health condition or for the birth, adoption, or foster placement of a child.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester.

Family and medical leave runs concurrently with accrued sick and personal leave, temporary disability leave. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

Intermittent and Reduced Leave. The district is required to grant intermittent leave or leave taken on a reduced schedule in the following situations:

- When there is a need for continuing medical treatment
- From recovery from medical treatment or a serious health condition
- To provide care or psychological comfort to an immediate family member with a serious health condition
- To provide care for a family member who was seriously injured or became seriously ill in the line of military duty
- For a qualifying exigency resulting from a family member’s call to active military duty

When the need for family and medical leave is foreseeable, employees must provide 30-day advance notice of their need and must contact the appropriate Human Resource Department Personnel as soon as possible. When the need for leave is not foreseeable, employees must contact the appropriate Human Resource Department Personnel as soon as possible. Employees will be required to provide the following:
• Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member
• Recertification of the need for leave every 30 days
• Periodic reports during the leave regarding the employee’s status and intent to return to work
• Fitness for duty certification based on the employee’s ability to perform the essential functions of the job is required before the employee can return to work

Employees requiring family and medical leave must contact the appropriate Human Resource Department Personnel for details on eligibility, requirements, and limitations.

**Workers’ compensation**

An employee absent from duty because of a job-related illness or injury may be eligible for workers’ compensation Temporary Income Benefits if the absence exceeds seven calendar days.

An employee receiving workers’ compensation wage benefits for a job-related illness or injury may choose to use accumulated sick leave or any other paid leave benefits. An employee may choose to use paid leave to supplement workers’ compensation Temporary Income Benefits. If the use of paid leave is not elected, then the employee will only receive workers’ compensation wage benefits for any absence resulting from a work-related illness or injury, which may not equal his or her pre-illness or pre-injury wage.

**Assault leave**

In addition to all other days of leave, a District employee who is physically assaulted during the performance of regular duties is entitled to the number of days of leave necessary to recuperate from physical injuries sustained as a result of the assault.

**Assignment to Assault Leave.** At the request of an employee, the District must immediately assign the employee to assault leave. Days of assault leave may not be deducted from accrued personal leave. Assault leave may not extend more than two years beyond the date of the assault. Following an investigation of the claim, the District may change the assault leave status and charge the leave against the employee’s accrued personal leave or against the employee’s pay if insufficient accrued personal leave is available.

**Bereavement leave**

Use of state leave and/or local sick leave for death in the immediate family shall not exceed 5 work days per occurrence, subject to the approval of the district.

**Jury duty**

Employees will receive leave with pay and without loss of accumulated leave for jury duty. Employees must present documentation of the service and shall be allowed to retain any compensation they receive.
Other Court Appearances

Employees will be granted paid leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. Absences for court appearances related to an employee’s personal business must be taken as personal leave or leave without pay (if no personal leave is available). Employees may be required to submit documentation of their need for leave for court appearances.

Religious Observance

The district will reasonably accommodate an employee’s request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Leave for a Qualifying Exigency. Eligible employees may take up to 12 weeks of leave to handle emergencies that arise because the employee’s spouse, parent, or son or daughter of any age, who is a member of the Reserves, National Guard, or Retired Regular Armed Forces, is called to active duty status in support of a contingency operation or national emergency. Families of members of regular Armed Forces are not eligible for qualifying exigency leave. Qualifying exigencies include the following:

- Short-notice deployment
- Military events and related activities
- Child care and school activities
- Financial and legal arrangements
- Counseling
- Rest and recuperation
- Post-deployment activities
- Additional activities that the district and employee agree qualify as an exigency

Military Caregiver Leave. An eligible employee may take up to 26 weeks of leave in a single 12-month period to care for a family member who is an active duty member of the Armed Services and is recovering from a serious injury or illness sustained in the line of duty while on active duty. The active duty service member must be under the care of a Department of Defense (DOD) recovery care coordinator or a DOD or Veterans Administration (VA) healthcare provider and meet one of the following designations:

- Undergoing medical treatment, recuperation, or therapy
- In outpatient status
- On the temporary disability retired list
For this type of leave, the employee must be the spouse, son, daughter, parent or next of kin of a covered service member.

**Reemployment after federal military leave.** Employees who leave the District to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Human Resource Department. Submit a copy of their orders to duty to Human Resource Department.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months and should contact the benefits department at 972/237-5513. Additional information regarding the Uniformed Services Employment and Reemployment Rights Act (USERRA) may be found online at [http://www.dol.gov/compliance/topics/poster.htm](http://www.dol.gov/compliance/topics/poster.htm).

**Reporting absence from work**

It is vital to the success of our operation that all employees be present at work each day of duty and on time. This is especially important on days before and after holidays. Whenever possible, absences before and after holidays should be avoided.

The employee must notify his/her immediate supervisor on a daily basis, as directed by the department, as soon as an anticipated absence will occur. An estimation of the length of time to be absent and the reason for absence should be reported at the time of notification of the intended absence. Three (3) days absence with no notification to the immediate supervisor will result in disciplinary action up to and including termination of employment. To the extent possible, an employee should report his/her absence and not the spouse or children of the employee. Daily call procedures may be amended on the authorization of the employee's supervisor, in cases of prolonged absence due to illness or injury.

If an employee is late for work, he/she must contact his/her immediate supervisor to advise of expected time of arrival.

Absence from duty must be submitted through Skyward for all absences. Failure to timely submit your absence through Skyward identifying available paid leave desired by the employee can result in loss of pay for that absence period. If the employee has no leave available, the employee will be docked and will be subject to disciplinary action up to and including Termination.

**Medical certification**

*(Refer to Policy DEC)*

Unless state personal leave is used, an employee absent more than five (5) consecutive workdays
because of personal illness shall submit, upon return to work, a medical certification of illness and of his/her fitness to return to work. An employee absent more than three consecutive workdays because of illness in the immediate family shall present, upon return to work, medical certification of the family member’s illness.

**Reporting about returning to work**

If an employee is unable to return to work after more than five (5) workdays due to non-job related injury or illness, it will be the responsibility of the employee to call the immediate supervisor or designee each week to report “Return To Work” status. Each time the employee goes to the doctor, the employee must, within one day of the appointment date, bring or mail a copy of the doctor's statement regarding the employee’s ability to return to work to the department office.
EMPLOYEE RELATIONS and COMMUNICATIONS

Employees are directed to access District Board Policies by logging onto the District’s home page at www.gpisd.org

Employee recognition and appreciation

Continuous efforts are made throughout the year to recognize employees who make an extra effort to contribute to the success of the District. Employees are recognized at board meetings, in the District’s newsletter, and through special events and activities. Recognition and appreciation activities also include annual service pin award banquets, retirement luncheon, as well as special appreciation days for teachers, school counselors, school nurses, school secretaries, paraprofessionals and auxiliary personnel.

Service awards

The Grand Prairie ISD recognizes the length of employment with the presentation of a service awards banquet. Honorees with tenure of 5, 10, 15, years, etc., will receive a service award pin.

Distribution of organization material

[Refer to Policy GKDA (Local)]

The District shall not allow unstamped, or stamped but not canceled, employee organization material to be delivered by intercampus mail. Unless off-duty and acting as an agent of an employee organization, a district employee shall not distribute unstamped, or stamped but not canceled, mail from employee organizations to other district employees. Regents of the Univ. of Cal. System v Public Employee Relations Board, 108 S.CT. 1404 (1988)

Distribution of intra-school mail

Only materials directly related to school business may be distributed to employees. All printed materials to be distributed to employees must have administrative approval.

The intra-district school mail service (postage free delivery) is available to district employees for internal communications on school-related business only.

Strikes prohibited

[Refer to Policy DGA (Legal)]

District employees shall not strike or engage in an organized work stoppage against the District. However, the right of an individual to cease work shall not be abridged if the individual is not acting in concert with others in an organized work stoppage. Gov’t. Code 617.003(B)
RESPONSIBLE USE PROCEDURES FOR GPISD EMPLOYEES

TECHNOLOGY RESOURCES
The district’s technology resources, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use is permitted if the use:

- Imposes no tangible cost to the district.
- Does not unduly burden the district’s technology resources; and
- Has no adverse effect on job performance or on a student’s academic performance.

Electronic mail transmissions and other use of technology resources are not confidential and can be monitored at any time to ensure appropriate use.

Employees who are authorized to use the system are required to abide by the provisions of the district’s responsible use policy and administrative procedures. Failure to do so can result in suspension of access or termination of privileges and may lead to disciplinary action.

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), blogs, electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the Internet and social network sites (e.g., Facebook, Twitter, LinkedIn) Electronic media also includes all forms of telecommunication such as landlines, cell phones, and web-based applications.

Personal Use of Electronic Media
As role models for the district’s students, employees are responsible for their public conduct even when they are not acting as district employees. Employees will be held to the same professional standards in their public use of electronic media as they are for any other public conduct. If an employee’s use of electronic media interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use, for personal purposes, a social network site or other media intended to build relationships with other users, the employee is responsible for the content on the employee’s page, including content added by the employee, the employee’s friends, or members of the public who can access the employee’s page, and for web links on the employee’s page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Employees may load personal apps or other media to GPISD-owned devices assigned to the staff member. This limited personal use of resources is permitted if it does not impose a tangible cost to the district, does not unduly burden the district’s technology resources and has no adverse effect
on job performance or on a student’s academic performance. However, employees must additionally use discernment when loading materials and setting privacy and sync operations. Staff members must not post, share or display anything (text, images, videos, apps, online subscriptions to books or magazines, music or otherwise) that would disrupt education, violate local, state or federal guidelines or negatively impact the perception of the employee's ability to be effective in their employment capacity. Such violations may be addressed by the District and could lead to disciplinary action up to and including termination.

An employee who uses electronic media for personal purposes shall observe the following:

- The employee may not set up or update the employee’s personal social network page(s) using District email addresses, computers, network, or equipment.
- The employee shall not use the district’s logo or other copyrighted material of the district without express, written consent.
- The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, and the Code of Ethics and Standard Practices for Texas Educators, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off campus. These restrictions include:
  - Confidentiality of student records. See GPISD Board Policy FL (Local)
  - Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. See GPISD Board Policy DH (Exhibit)
  - Confidentiality of district records, including educator evaluations and private email address. See GPISD Board Policy GA (Local)
  - Copyright law. See GPISD Board Policy CY (Local)
  - Prohibition against harming others by knowingly making false statements about a colleague or the school system. See GPISD Board Policy DH (EXHIBIT)
- Personally loaded applications may not be supported by District Technology.

Consequences
Violation of GPISD’s policies and procedures concerning the use of computers and networks will result in the same disciplinary actions that would result from similar violations in other areas of GPISD. Improper or unethical use may result in disciplinary actions and, if appropriate, the Texas Penal Code, Computers Crimes, Chapter 33, or other state and federal laws. This may also require restitution for costs associated with system restoration, hardware, or software costs. The district will cooperate fully with local, state, or federal officials in any invitation concerning or relating to misuse of the District’s computer systems and networks.

Illegal Activity
Transmission (that is, uploading or downloading) of any material in violation of any national, state or local regulation is prohibited. This includes, but is not limited to:
• Copyrighted material
• Abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, illegal material
• Material protected by trade secret
• Commercial activities such as conducting private business on the Internet or through District email accounts
• Transmission for advertisement or political use

Consent
Copyrighted software or data may not be placed on any system connected to the District’s system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload or redistribute copyrighted material to the system.

No original work created by and District student or employee will be posted on a web page under the District’s control unless the District has received written consent from the student (and the student’s parent if the student is a minor.)

No personally identifiable information about a District student will be posted on a web page under the District’s control unless the District has received written consent from the student’s parent. The Family Educational Rights and Privacy Act and District policy may make an exception for “directory information” as allowed.

Security
Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you are required to notify a system administrator or school personnel. Do not demonstrate the problem to other users. Do not use another individual’s account.

Etiquette
Users are expected to abide by the generally accepted rules of communications etiquette. These include, but are not limited to, the following:
• Be polite. Do not send or post abusive messages.
• Use appropriate language. Do not swear, use vulgarities, sexually suggestive language, or any other inappropriate language.
• Exercise caution when using GPISD communications tools to email or post your opinions. Recipients or other readers may assume that your opinion represents the views of the District or school, whether or not that was your intention.
• Do not reveal your personal address or phone number or the address or phone number of students or colleagues.
• Check your email at least once a day. Reply to email from parents or other public members who have legitimate business requests within 24 hours whenever possible.
• Share your GPISD email address with interested parents and community members who request to communicate with you in this fashion.
• Do not send messages to an entire staff when only a small group of people actually needs to receive the message. In accordance with established procedures, using email for commercial enterprises is prohibited.
• Do not forward messages that have no educational or professional value (e.g., chain letters.)

Monitored Use
Installed apps, email transmissions and other use of the system by employees are not private and may be monitored, reviewed, audited, intercepted, accessed, or disclosed at any time by designated District staff to ensure appropriate use, ensure the safety and integrity of the system, diagnose problems, and investigate reports of illegal or impermissible activities.

Users should be aware that the District will comply with lawful orders of courts, such as subpoenas and search warrants. The District is also subject to the Texas Public Information Act which may require disclosure of information transmitted through its system, including electronic communications.

Email
The following guidelines will apply to all users of the District’s electronic communications systems:
• Users will be issued only one district email account, using their legal name.
• Communications may not be encrypted so as to avoid security review by system administrators.
• Attachments to email messages should include only data files. At no time should program files (e.g. .exe files) be attached due to risk of licensing violations and transmission of viruses.
• Requests for personal information on students or staff members should not be honored via email. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as usernames or passwords should not be sent via email for any reason.
• Staff members who correspond with students or parents must use only GPISD email to receive or send email.

Responsible Network Use
The individual in whose name a system account is issued will be responsible at all times for its proper use and to abide by the generally accepted guidelines for responsible network use. System users may not:
• Utilize the District network for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
• Disable, or attempt to disable, a filtering device on the District’s electronic communications system.
• Establish peer-to-peer networking.
• Create unauthorized wireless networks, including wireless access points, wireless routers and open networks on personal devices.
• Use any software or proxy service to obscure user identity or to bypass Internet filtering systems.
• Use another person’s system account (example: username and password).
• Gain unauthorized access to resources or information.
• Place the District network and equipment at risk of viruses and other harmful codes by opening attachments of email messages from unknown senders, loading data from unprotected computers, etc.
• An employee shall not store any confidential student information defined by FERPA on any non-district owned or operated storage solution including but not limited to personal Dropbox, Google, iCloud, OneDrive, and other personal storage solutions.

Equipment Guidelines
• All technology equipment should be shut down each evening.
• Staff members must secure items that are left on campus overnight.
• District personnel are responsible for District equipment if taken off school property. Staff members must secure items that are left on campus overnight. Employees may be held responsible for equipment that is damaged, lost or stolen while in their possession.
• If an employee’s District-issued equipment becomes damaged, lost or stolen, it is the employee’s responsibility to report the issue to campus administration within 24 hours.

Vandalism
Any malicious attempt to harm or destroy District equipment or data or the data of another user of the District’s system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. See GPISD Board Policies DH, FN series, and the FO series.

Intellectual Property
All inventions, discoveries, written documents, developments, applications, and created software including improvements made to these items, conceived or reduced to practice by the employee under or arising out of his or her employment shall, whether or not such work or product is patentable or copyrightable or made or conceived or reduced to practice or learned by the employee either alone or jointly with others, become and remain the sole and exclusive property of Grand Prairie ISD.
Document Storage
School personnel must store school/work related files in approved digital locations. GPISD One Drive or GPISD Google. Personal Google sites as well as personal drop boxes shall not be used.

Responsible Use Procedures for Employee Owned Electronic Devices, Including Cell Phones
(Bring Your Own Device)

BYOD’s Potential
Grand Prairie ISD understands that permitting employees to utilize personally-owned devices and cell phones in the workplace has potential to increase employee satisfaction, business productivity, enhanced collaboration and mobility, and expanded mobile access to resources. At the same time, there are important considerations and guidelines for employees who bring personally owned electronic devices to the workplace environment.

GPISD Responsibilities
- GPISD is not responsible for lost, damaged or stolen items. When bringing personally owned electronic devices to school, it is the owner’s responsibility to ensure that his/her device is secured.
- GPISD assumes no responsibility for service charges employees might incur while using personal devices. This includes, but is not limited to, charges related to data plans, texting fees and security programs.
- GPISD will not provide IT support, additional electrical power access, or network drops to support employee personally-owned devices.
- GPISD provides filtered Internet access and monitors user activity on the District’s network, including sites visited, content viewed and communications sent and received. The District may examine an employee’s personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regarding access to the network or use of the device have been violated.

Employee Responsibilities
With this in mind, employees are allowed to bring personal electronic devices, including cellular phones, into the workplace. However, when employees bring personally owned devices, they must follow all Responsible Use Procedures for District Technologies as well as the following guidelines:

1. Employee use of personally-owned electronic devices, including cell phones, within instructional settings should not, in any way, interfere with teaching, learning or productivity.
2. Employee devices should be silenced anytime students are present as well as during professional gatherings including staff meetings, professional development or planning sessions, conference periods and other campus/district events.
3. Employees’ personally owned devices shall not impair the security of the Grand Prairie ISD network. Owners are expected to maintain up to date antivirus and antispyware protection on all devices that are connected to the Grand Prairie ISD wireless network. Devices without up to date security programs may be denied access to the network.

4. Employees shall not utilize personal network hardware (which includes but is not limited to hotpots, switches, and wireless access points) on GPISD property in order to circumvent the GPISD network and/or security.

*Note: Personal printers may not be brought to the GPISD work place.*
COMPLAINTS and GRIEVANCES

Employees are directed to access District Board Policies by logging onto the District’s home page at www.gpisd.org

Complaints and grievances
(Refer to Policy DGBA)

In an effort to hear and resolve employee complaints in a timely manner and at the lowest administrative level possible, the Board has adopted an orderly process that all employees must follow when bringing formal complaints and grievances. Employees are encouraged to discuss problems or complaints with their supervisors or an appropriate administrator at any time.

The formal grievance process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative grievance procedures are exhausted, employees can bring grievances to the Board of Trustees. For ease of reference, the District’s policy concerning the process of bringing complaints and grievances is reprinted as follows:

PERSONNEL-MANAGEMENT RELATIONS: DGBA
EMPLOYEE COMPLAINTS/GRIEVANCES (LOCAL)

Purpose

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of complaints. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Notice to employees

The principal of each campus and other supervisory personnel shall be responsible for informing all employees under their supervision of the District’s policy on employee complaints and grievances.

Definition

A complaint under this policy shall include grievances concerning an employee’s wages, hours, or conditions of work and specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, or disability or on the basis of the employee’s exercise of constitutional rights. (See also DHC) A complaint must specify the individual harm alleged.
Consolidation

When the Superintendent determines that two or more individual complaints are sufficiently similar in nature and remedy to permit their resolution through one proceeding, he or she may consolidate the complaints.

Other review processes

Some topics are governed by other review processes and are not subject to this policy. Employee termination procedures are found in policy series DF and DCD (LOCAL). An employee’s dismissal or non-renewal may be the subject of a complaint under this policy only if the District does not otherwise provide for a hearing on the matter. For complaints against peace officers, see CKE (LEGAL).

Nondiscrimination

The names of district coordinators for compliance with federal nondiscrimination laws are found in DAA (LOCAL) as well as page 9 of this handbook. Issues specific to sexual harassment complaints are found at DHC.

Freedom from retaliation

Neither the Board nor the administration shall unlawfully retaliate against any employee for bringing a complaint under this policy. See DG (LEGAL)

‘Whistleblower’ complaints
[Refer to DGBA (Local)]

Employees who allege unlawful discrimination in retaliation for reporting a violation of law to an appropriate authority shall invoke this policy not later than fifteen (15) workdays after the date the alleged violation occurred or was discovered by the employee through the use of reasonable diligence. The complaint shall begin at Level Two. If the complaint is not resolved at that level, the Superintendent shall ensure that the matter reaches the Board expeditiously. Timelines for the employee and the District set out in this policy may be shortened to ensure that the Board's final decision is made within thirty (30) workdays of the initiation of the complaint

General provisions

Complaints shall be in writing and shall be heard in informal administrative conferences. All complaints arising out of an event or related series of events must be addressed in one complaint. An employee is precluded from bringing separate or serial complaints concerning events about which the employee has previously complained. Costs of any complaint shall be paid by the party incurring them.

In resolving complaints, time is of the essence. All time limits shall be strictly complied with, unless extended by mutual consent. All references are to work days.
The appropriate administrator at each level shall respond to the employee within seven workdays of a complaint conference. Written complaints shall receive written responses. The employee has ten workdays after receiving a response to appeal to the next level. The complaint shall be considered concluded if the employee does not appeal within that time limit.

Employees shall be entitled to administrative review conferences as outlined in Level One and Level Two sections below and to an informal presentation of the complaint to the Board as specified in the Level Three section, unless the Board grants a hearing.

If an employee alleges in writing specific facts that, if true, would constitute a violation of the employee’s common law, statutory, or constitutional rights, the Superintendent or designee shall investigate the allegations. If the employee does not accept the Superintendent’s resolution at Level Two and requests a Board hearing, the Superintendent shall schedule a hearing as specified in the Level Three section below.

Announcing a decision in the employee’s presence constitutes communication of the decision.

**Level one**

An employee who has a complaint shall submit the complaint in writing to the principal or immediate supervisor within fifteen (15) workdays of the time the employee first knew or should have known of the event or series of events causing the complaint. The written complaint shall be submitted on a form provided by the District. The principal or immediate supervisor shall schedule a meeting with the employee within ten (10) workdays of receipt of the written complaint.

**Level two**

If the outcome of the conference at Level One is not to the employee’s satisfaction, the employee may submit a written appeal, on a form provided by the District, to the Superintendent or a designee to discuss the complaint. The form requesting the appeal conference must be submitted to the Superintendent or designee within ten (10) workdays after denial of the complaint at Level One. The supervisor at the Level One conference shall respond in writing (a district form is available) on the outcome of the conference and submit it to the Superintendent or designee prior to the Level Two conference. The Superintendent or designee shall schedule and hold a conference with the employee within ten (10) workdays of receipt of the written complaint.

**Level three presentation**

If the outcome at Level Two is not to the employee’s satisfaction, the employee may submit a written request, on a form provided by the District, to place the matter on the agenda of a future Board meeting. [See BE (LOCAL)] The form requesting the appeal to the Board must be submitted to the Superintendent within ten (10) workdays after denial of the complaint at Level Two. The Superintendent shall inform the employee of the date, time, and place of the meeting. The Board President may set reasonable time limits on complaint presentations.

The Superintendent or designee shall provide the Board with copies of the employee’s original grievance, all responses, and any written documentation previously submitted by the employee and the administration. The Board shall not be required to consider documentation not previously
submitted or issues not previously presented. The parties presenting information to the Board in a complaint/grievance are required to provide all written information/materials to the Board no later than three days prior to the date of the hearing. The Board shall listen to the complaint but is not required to respond or take any action on the matter. The lack of official action by the Board upholds the administrative decision at Level Two.

The Level Three proceeding before the Board or a hearing officer shall be recorded by audiotape.

**Hearing officer**
 Employees who are granted a hearing or presentation shall be afforded that hearing or presentation with the Board in a meeting that includes the hearing or presentation as an item in the posted agenda. If the Board conducts the hearing or presentation, it shall make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Any hearing or presentation at Level Three may be heard by a hearing officer appointed by the Board. He or she shall make a recommendation to the Board at the first regular meeting following the hearing that affords adequate time to prepare a written recommendation. The employee shall be provided a copy of the recommendation before the meeting and shall be given an opportunity at the meeting to respond to the recommendation either orally or in writing. The Board shall then make and communicate its decision at any time up to and including the next regularly scheduled Board meeting.

Following the Level Three Board presentation or hearing and pending action, if any, by the Board, the Superintendent may at his or her discretion grant temporary relief from all or part of the action complained of at the Level Three hearing or presentation.

**Closed meeting**
 If the complaint involves the appointment, employment evaluation, reassignment, duties, discipline, or dismissal of the employee bringing the complaint, it shall be heard by the Board in closed meeting, unless the employee bringing in the complaint requests it to be heard in public. However, if the complaint constitutes a complaint or charge against another district employee, it shall be heard in closed meeting unless an open hearing is requested in writing by the employee against whom the complaint or charge is brought.
EMPLOYEE CONDUCT and WELFARE

Employees are directed to access District Board Policies by logging onto the District’s home page at www.gpisd.org

Standards of conduct
(Refer to Policy DH)

All employees are expected to work together in a cooperative spirit to serve the best interests of the District and to be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

• Recognize and respect the rights and property of students and coworkers and maintain confidentiality in all matters relating to students and coworkers.

• Report to work according to the assigned schedule.

• Notify their immediate supervisor in advance or as early as possible in the event that they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.

• Know and comply with department and district procedures and policies.

• Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.

• Use district time, funds, and property for authorized district business and activities only.

All district employees should perform their duties in accordance with state and federal law, district policy, and ethical standards for professional educators. Alleged incidents of certain misconduct by educators, including having a criminal record, must be reported to SBEC not later than the seventh day the Superintendent first learns of the incident. See Reports to the State Board for Educator Certification for additional information.

Auxiliary personnel duties

The duties and responsibilities of auxiliary personnel vary according to their assignment. Each employee’s duties and responsibilities shall include but not be limited to:

• Performing all work assignments to the best of his/her ability, regardless of type of work.

• Comply with dress, identification, safety and hygiene requirements.

• Being at work daily and on time.

• Keeping informed of new developments in employee’s skill area and continuously looking
for better use of material, better methods, and new techniques.

- Demonstrating an interest in Grand Prairie ISD, a good attitude toward all district personnel and a desire to improve the District.
- Exercising conduct that will reflect favorably on the individual and the School District.
- Making a continuous effort to achieve personal improvements in all duties.
- Following district and department policies and procedures.

**Personal appearance and behavior**

Each employee is responsible for developing goodwill for the District through a courteous, cheerful, and helpful attitude.

To maintain this image the GPISD has continued its efforts to educate the whole child with activities and role models, which promote academic achievement, self-discipline, motivation, improved behavior and provide the atmosphere and environment, which will facilitate learning.

Although teachers and other instructional personnel are often thought to be the ones responsible for being the role models, both in appearance and behavior, the reality is that every employee of Grand Prairie ISD is seen as a role model for student regardless of assignment and function. All employees are expected to look respectable and be responsible for their own proper, mature behavior at all times.

- Keep hands and face clean, so far as practical.
- Keep hair neatly trimmed and clean. Hair length should never be so long that it is a danger to the employee in their particular job.
- Males are to be clean-shaven or have a beard and/or mustache that is neatly trimmed and clean.
- Take a bath daily, using proper deodorants or antiperspirants to control odor.
- Wear a clean uniform to work each day.
- Be fully dressed at all times, including a belt, shoes, and shirt buttoned and tucked into pants, if appropriate.
- Keep fingernails reasonably clean and neatly trimmed.
- Behave in a respectful manner to all employees, students, parents and guests.

**Uniforms and other work attire**

The appropriate attire is provided without charge by the District to identify full-time auxiliary department personnel (i.e., Maintenance, Operations, Food Service, Distribution Center, and Transportation) in sufficient numbers to meet the District's standards of personal appearance. Each employee will adhere to the following dress code guidelines:

- Each employee will wear an approved uniform when on duty, and if appropriate, with shirttails worn inside trousers.
- Each employee will keep uniform clean, pressed and free of unsightly spots or stains.
• Uniforms provided are intended for use as work clothing while on duty and not for private use.
• Each employee will return all uniforms to the District upon termination of employment for whatever reason, unless a supervisor gives written notification that uniforms do not need to be returned. Failure to return assigned uniforms or any portion of such uniform may result in sufficient money being withheld from the final paycheck to replace such uniforms.
• Auxiliary employees may not wear shorts (Exception: walking shorts may be approved to be worn during summer months by department director for those working in the heat).
• An employee must replace uniforms, which become damaged or permanently stained while being used in other than official duties for the School District.
• Shoes must have non-slip soles. Sandals, mules or sandal-type shoes are not acceptable.
• Hats are not to be worn in the buildings unless as part of the uniform.
• Sunglasses are not to be worn in the buildings.
• Any jewelry worn on duty must be conservative in size and style and should in no way interfere with the safe and efficient performance of duties.
• Bandanas cannot be worn while on duty.
• No signs/slogans, stickers, patches, or any other unauthorized insignia or emblem will be displayed on uniforms, caps or hats.
• All caps and hats worn shall be issued or approved by the District.
• Employees may purchase, at their own expense, extra sets of uniforms, if available, from the suppliers.
• An employee reporting to work without the proper uniform may be sent home (without pay) until such time as the employee reports to work in the proper uniform.
• Custodial, Transportation, Maintenance, and Operations personnel may wear khaki style long pants in tan, black, or navy blue.
• Custodial, Transportation, Maintenance, and Operations personnel may wear blue jeans under the following conditions:
  • Blue/black in color
  • No cut, torn, unraveled seams, or holes in blue jeans
  • No slogans or logos may be applied to blue jeans
  • Excessive tattoos must be covered when on duty.

These dress code guidelines may be changed or modified, at the sole discretion of the District.

Identification badges

Each employee will be photographed at the time of induction, and an ID card will be prepared for the employee’s use at no cost to the employee. All hourly employees will wear their ID badges at all times during normal working hours and overtime. The ID badge should be worn on the left breast pocket or on a lanyard-type strap worn around the neck, except in cases where the type of work does not permit the display for safety reasons. The identification badge must be returned upon termination of employment. Final checks may be held until the employee returns the badge.

Lost badges will be replaced at the employee’s expense.
Safeguarding keys

Keys to schools and facilities are assigned to school district employees based on need so they may accomplish their duties. Only approved personnel may remove key(s) from their assigned location after-hours. Any employee possessing district key(s) outside the normally discharge of their duties shall be subject to disciplinary action, up to and including termination of employment. The assignment of a key(s) to a school facility requires the employee to safeguard the key(s). A lost or misplaced key(s) means security is compromised which could result in an expensive replacement of facility locks or extensive loss of school equipment by theft. The loss of a key(s) must be reported at once to the immediate supervisor and could result in loss of key privileges, restitution, and/or other disciplinary action. Under no circumstances are keys to be duplicated except by the approval of the Assistant Superintendent of Operations.

Telephone usage

Auxiliary employees are requested not to make or receive personal telephone calls while on duty, except in emergency situations. Employees may use the telephone for personal calls during breaks and lunch. The supervisor must approve personal calls at all other times.

District Pagers/cell phones

District-issued cell phones and pagers are for work-related usage only. Auxiliary employees may not use district cell phones or pagers for personal reasons, unless approved by the supervisor or if an emergency arises. All employees assigned a district cell phone are required to ensure that the cell phone is charged and in working order each day.

Lockers

The Grand Prairie ISD may provide lockers for its employees’ convenience when appropriate and available. A locker assigned to an employee remains the property of the School District and may be searched at any time, with reasonable suspicion. The administration must be confident that reasonable suspicion exists to warrant a search and be prudent in handling the matter.

When a situation is determined to exist and necessitates a search, a second party witness shall be present and an inventory of the contents will be made. The contents, when removed from the locker, will be placed in a container and kept in the director's office until claimed by the employee.

Operating school vehicles

- Obey all driving laws for the State of Texas
- Keep accident report forms in vehicle
- Keep inside and outside of vehicle clean
- Do not leave an ignition key in the vehicle
- Do not park in handicapped zones, fire lanes or bus loading zones
- Immediately report any physical damage to the vehicle to the supervisor
• Immediately report any traffic violation to the supervisor
• Maintain proper tire pressure and fluid levels
• Notify supervisor of any breakdown or repair work to be done on vehicle
• Keep current license, state inspection and insurance card in vehicle
• Keep a fire extinguisher in the vehicle

**Locking school vehicles**

All school vehicles must be locked when they are left unattended, with all windows entirely closed and securely fastened. The employee can be held personally responsible for loss if his/her vehicle is not locked. Disciplinary action may be taken as a result of leaving a vehicle unlocked.

**Personal use of school vehicles prohibited**

Auxiliary and Transportation school district vehicles are not to be used for personal business at any time. (School buses are restricted by law to serve school children or school employees for school business only.)

**Reporting accidents (see Pg. 18 for occupational injuries)**

Any employee involved in a vehicular or heavy equipment accident while on the job shall immediately notify their supervisor, Risk Management (972-237-5392 or Jason.Hardy@gpisd.org) and the Director of Transportation (972-343-4427). A Vehicular Collision Report must be filed. Employees involved in a collision in a district vehicle or heavy equipment are subject to a post-accident drug and alcohol screen.

If an injury occurs at the time of the vehicular accident an accident report must be filed immediately with the immediate supervisor and the appropriate Human Resource personnel.

The District participates in the Synergy Provider Panel Workers’ Compensation 504 Network. The employee must seek treatment with a provider contracted with the Network and listed as a treating doctor. It is the responsibility of the employee to inform the medical provider that the injury occurred on the job.

An employee who is unable to report back to work because of an on-the-job injury must provide to his/her supervisor a doctor’s written statement that he/she is unable to work. An employee cannot return to work until a doctor’s written statement is provided to the supervisor certifying that the employee can perform the essential functions of the job. Employees who are unable to return to duty after five (5) calendar days must call the departmental supervisor each week to report the employee’s work status.

Risk Management is responsible for conducting a thorough investigation as to the cause(s) of the accident and implementing the corrective action needed to prevent recurrence. All employees will cooperate with an accident investigation.
Vehicular or heavy equipment collision reports

Any district employee involved in a vehicular or heavy equipment collision must file a Vehicular Collision Report any time a district-owned vehicle or equipment is damaged. A blank report form should be available in each vehicle. All vehicular collisions must be reported to the immediate supervisor, Risk Management, and the Transportation Department for investigation. The report must be submitted to Risk Management the same day the accident occurs. The Transportation Department or Risk Management can assist in completing the Vehicular Collision Report.

Leaving location/scene of an accident

If an accident occurs (whether on district property or off district property and whether or not the district vehicle is damaged), unless otherwise directed by the police department to get the vehicle out of traffic, or a life-threatening emergency, do not move the district vehicle. The Transportation Department or Risk Management will send a representative to the accident scene to complete the investigation, and another vehicle to transport vehicle occupants, when necessary.

Driving on school grounds

District vehicles are not to be driven or parked on sidewalks or school grounds unless the instance has been approved by the immediate supervisor.

Driver’s license

Drivers of all district vehicles and equipment must have the proper driver’s license. Operating vehicles without a valid driver’s license is cause for immediate termination. An annual motor vehicle record check is required for anyone operating a district vehicle.

Employees required to have a commercial driver’s license

Any employee whose duties require a commercial driver’s license (CDL) is subject to drug and alcohol testing. This includes all drivers who operate a motor vehicle designed to transport 16 or more people, counting the driver; drivers of large vehicles; or drivers of vehicles used in the transportation of hazardous materials. Teachers, coaches, or other employees who primarily perform duties other than driving are subject to testing requirements when their duties include driving.

Drug testing will be conducted before an individual assumes driving responsibilities. Alcohol and drug tests will be conducted if reasonable suspicion exists, at random, when an employee returns to duty after engaging in prohibited conduct, and as a follow-up measure. Testing may be conducted following accidents. Return-to-duty and follow-up testing will be conducted if an employee who has violated the prohibited alcohol conduct standards or tested positive for alcohol or drugs is allowed to return to duty.

All employees required to have a CDL or who is otherwise subject to alcohol and drug testing will
receive a copy of the district’s policy, the testing requirements, and detailed information on alcohol and drug abuse and the availability of assistance programs. Employees with questions or concerns relating to alcohol and drug policies should contact Risk Management at (972) 237-5392. For related educational material, contact Rosie Mendez, EAP, at 972-237-4025.

**Proper care of school property**  
*(Refer to Policy GKD)*

Care of the District's buildings, furniture and equipment is a joint responsibility of employees, students, and parents. Each employee must understand that any willful damage or defacement including school property is a disrespectful act and the person(s) responsible are subject to disciplinary action. School policy forbids the loan or use of school property for any purpose other than school-related purposes.

**Access to district equipment**

Auxiliary employees are not to use office copiers, printers, fax machines, office equipment (typewriters, adding machines), laminators, computers, etc., except as directed by their supervisors or as assigned for completion of their jobs. Please see *Computer Use and Data Management on Pages 29 – 36 of this handbook.*

**Guidelines for tools and equipment**

The purchase of any new tools/equipment must be completed through the supervisor. Tools/equipment furnished by the District, which are lost by the employee will be replaced at the employee’s expense if loss is determined to be the result of the employees’ willful neglect. The District will replace or repair unsafe or worn out tools/equipment. It is extremely important to let a supervisor know immediately when tools/equipment are lost, unsafe, broken or worn out.

**Drug free schools**  
*(Refer to Policy DH, DI, and Federal Drug-Free Workplace Act and the Federal Drug-Free Schools and Communities Act Amendments of 1989 (20 USC 3224a and 34 CFR 86.201)*

The unlawful possession, use or distribution of illicit drugs or alcohol on school premises or at any school activity is strictly prohibited by the District. Employees who violate this prohibition shall be subject to disciplinary action. Such action may include termination from employment and referral to appropriate law enforcement officials for prosecution, and referral to drug and alcohol counseling or rehabilitation programs. As a condition of employment, employees will provide written notification to the immediate supervisor and the Director of Auxiliary/Substitute Personnel and Records Management in the Human Resources Office of any criminal drug statute conviction incurred for a violation in the workplace no later than five days after such conviction.

Compliance with these conditions is mandatory. This reporting requirement does not eliminate or replace an employee's duty to report arrests and convictions under *Policy DH (Local).*
Drug-abuse prevention
(Refer to Policies DH, DI)

Grand Prairie ISD is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs as defined by the Texas Controlled Substances Act during working hours may be dismissed. The District’s policy on drug abuse and drug-free schools follows:

Drugs and Alcohol
[Refer to Policy DH (Local)]

A copy of this policy, the purpose of which is to eliminate drug abuse from the workplace, shall be provided to each employee at the beginning of each year or upon employment.

Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

2. Alcohol or any alcoholic beverage.

3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.

4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered "under the influence" of any of the above listed substances.

Exceptions

An employee who manufactures, possesses, or dispenses a substance listed above as part of the employee’s job responsibilities, or who uses a drug authorized by a licensed physician prescribed for the employee’s personal use shall not be considered to have violated this policy.

An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Notice

Each employee shall be given a copy of the District's notice regarding drug-free schools. [See DI (Exhibit)]
In compliance with Workers’ Compensation Commission rules, the District shall provide a written copy of the local drug abuse policy to each employee:

1. On or before the first day of employment; or
2. Within 30 days after the date the Board adopts the local policy.

**Employee arrests and convictions**  
*(Refer to Policy DH)*

An employee must notify his or her principal or immediate supervisor within three calendar days of any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of any felony, any offense involving moral turpitude, and any of the other offenses listed below:

- Crimes involving school property or funds
- Crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator
- Crimes that occur wholly or in part of school property or at a school-sponsored activity
- Crimes involving moral turpitude

Moral turpitude includes, but is not limited to, the following:

- Dishonesty
- Fraud
- Deceit
- Theft
- Misrepresentation
- Deliberate violence
- Base, vile, or depraved acts that are intended to arouse or gratify the sexual desire of the actor
- Drug or alcohol related offenses
- Acts constituting abuse under the *Texas Family Code*

**Harassment**  
*(Refer to Policies DH, DIA)*

Employees shall not engage in prohibited harassment, including sexual harassment, of other employees or students. While acting in the course of their employment, employees shall not engage in prohibited harassment of other persons, including board members, vendors, contractors, volunteers, or parents. A substantiated charge of harassment will result in disciplinary action.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the campus principal, supervisor, or appropriate district official. If the campus principal or
supervisor is the subject of a complaint, the employee should report the complaint directly to the superintendent.

The District’s policy that includes definitions and procedures for reporting and investigating harassment is reprinted below:

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**Note:** This policy addresses harassment of district employees. For harassment of students, see *FFH*. For reporting requirements related to child abuse and neglect, see *FFG*.

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The District prohibits sexual harassment and harassment based on a person’s race, color, gender, national origin, disability, religion, or age.

Employees shall not tolerate harassment of others and shall make reports as required at *Reporting procedures* in this handbook.

**Sexual Harassment**

Sexual harassment of an employee is defined as unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- Submission to the conduct is either explicitly or implicitly a condition of an employee’s employment, or when submission to or rejection of the conduct is the basis for an employment action affecting the employee; or
- The conduct is so severe, persistent, or pervasive that it has the purpose or effect of unreasonably interfering with the employee’s work performance or creates an intimidating, threatening, hostile, or offensive work environment.

**Examples**

Examples of sexual harassment may include, but are not limited to, sexual advances; touching intimate body parts; coercing or forcing a sexual act on another; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

**Other Prohibited Harassment**

Harassment of a district employee on the basis of the employee’s race, color, gender, national origin, disability, religion, or age includes physical, verbal, or nonverbal conduct related to these characteristics when the conduct is so severe, persistent, or pervasive that the conduct:

- Has the purpose or effect of unreasonably interfering with the employee’s work performance;
• Creates an intimidating, threatening, hostile, or offensive work environment; or otherwise adversely affects the employee’s employment opportunities.

Examples

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for workplace accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other types of aggressive conduct such as theft or damage to property.

Reporting Procedures

An employee who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to an appropriate person/supervisor.

Any district employee with supervisory authority who receives notice that another employee has or may have experienced prohibited harassment is required to immediately report the alleged acts and take whatever other steps are required by this policy.

Any other person who knows or believes that a district employee has experienced harassment should immediately report the alleged acts to the appropriate person designated by this policy.

Timely Reporting

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District’s ability to investigate and address the harassment.

A District employee may report harassment to his or her supervisor or campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District’s officials below:

- For sexual harassment, the Title IX coordinator. [See DAA (LOCAL)]
- For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

Notification of Report

Upon receipt of a report of harassment, a supervisor or principal shall immediately notify the appropriate district official listed above.
Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by district policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal or supervisor shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District’s obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten (10) business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.

The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or district policy.

Appeal

A complainant who is dissatisfied with the outcome of the investigation may appeal through DGBA (LOCAL), beginning at the appropriate level.
The complainant shall be informed of his or her right to file a complaint with the Texas Workforce Commission Civil Rights Division, the Equal Employment Opportunity Commission, or the United States Department of Education Office for Civil Rights.

**Retaliation Prohibited**

Retaliation against an employee alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a district investigation regarding prohibited harassment is subject to appropriate discipline.

**Records Retention**

Retention of records shall be in accordance with *DAA (LOCAL)*.

**Access to Policy**

This policy shall be distributed annually to district employees. Copies of the policy shall be readily available at each campus and the District’s administrative offices.

**Harassment of students**

*(Refer to Policies DH, FFG, FFH)*

Sexual and other harassment of students by employees are forms of discrimination and are prohibited by law. Romantic or inappropriate social relationships between students and district employees are prohibited. Employees who suspect a student may have experienced prohibited harassment are obligated to report their concerns to the campus principal or other appropriate district official. All allegations of prohibited harassment or abuse of a student will be reported to the student’s parents and promptly investigated. An employee who knows of or suspects child abuse must also report his or her knowledge or suspicion to the appropriate authorities, as required by law. See *Reporting suspected child abuse* in this handbook for additional information.

The district’s policy that includes definitions and procedures for reporting and investigating harassment of students is reprinted below:

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**Note:** This policy addresses harassment of district students. For provisions regarding harassment of District employees, see *DIA*. For reporting requirements related to child abuse and neglect, see *FFG*.

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The District prohibits sexual harassment and harassment based on a person’s race, color, gender, national origin, disability, or religion.

Employees shall not tolerate harassment of students and shall make reports as required at *Reporting procedures* in this handbook.
Sexual Harassment by an Employee

Sexual harassment of a student by a district employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

1. A district employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or

2. The conduct is so severe, persistent, or pervasive that it:
   a. Affects the student’s ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student’s educational opportunities; or
   b. Creates an intimidating, threatening, hostile, or abusive educational environment.

Romantic or inappropriate social relationships between students and district employees are prohibited. Any sexual relationship between a student and a district employee is always prohibited, even if consensual.

By Others

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

Examples of sexual harassment of a student may include, but are not limited to, sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Necessary or permissible physical contact such as assisting a child by taking the child’s hand, comforting a child with a hug, or other physical contact not reasonably construed as sexual in nature is not sexual harassment.

Other Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student’s race, color, gender, national origin, disability, or religion that is so severe, persistent, or pervasive that the conduct:
1. Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;

2. Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or

3. Otherwise adversely affects the student’s educational opportunities.

Examples of prohibited harassment may include, but are not limited to, offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

**Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, and principal, or other district employee.

Any district employee who receives notice that a student has or may have experienced prohibited harassment is required to immediately report the alleged acts to an appropriate person designated below.

Any other person who knows or believes that a student has experienced prohibited harassment should immediately report the alleged acts to the appropriate person designated below.

Reports of known or suspected child abuse or neglect shall be made as required by law. [See FFG]

**Timely Reporting**

Reports of harassment shall be made as soon as possible after the alleged acts. A failure to promptly report alleged harassment may impair the District’s ability to investigate and address the harassment.

Oral or written reports of prohibited harassment shall normally be made to the campus principal. A person shall not be required to report harassment to the alleged harasser; nothing in this policy prevents a person from reporting harassment directly to one of the District’s officials below:

1. For sexual harassment, the Title IX coordinator. [See FB (LOCAL)]

2. For all other prohibited harassment, the Superintendent.

A report against the Title IX coordinator may be made directly to the Superintendent; a report against the Superintendent may be made directly to the Board.

**Notification of Report**

Upon receipt of a report of harassment, a principal shall immediately notify the appropriate district official listed above.
Notice to Parents

The principal or district official shall promptly notify the parents of any student alleged to have experienced prohibited harassment by a district employee or another adult associated with the District. In cases of student-to-student harassment, the District shall promptly notify the parents of any student alleged to have experienced harassment when the allegations presented, if proven, would constitute sexual harassment or other prohibited harassment as defined by district policy.

Confidentiality

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Investigation of the Report

The District may request, but shall not insist upon, a written report. If a report is made orally, the District official shall reduce the report to written form.

Upon receipt or notification of a report, the District official shall determine whether the allegations, if proven, would constitute sexual harassment or other prohibited harassment as defined by district policy. If so, the District official shall immediately authorize or undertake an investigation.

If appropriate, the District shall promptly take interim action to prevent harassment during the course of an investigation.

The investigation may be conducted by the District official or a designee, such as the campus principal, or by a third party designated by the District, such as an attorney. When appropriate, the campus principal shall be involved in or informed of the investigation.

The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and others with knowledge of the circumstances surrounding the allegations. The investigation may also include analysis of other information or documents related to the allegations.

The District’s obligation to conduct an investigation is not satisfied by the fact that a criminal or regulatory investigation regarding the same or similar allegations is pending.

Concluding the Investigation

Absent extenuating circumstances, the investigation should be completed within ten (10) business days from the date of the report; however, the investigator shall take additional time if necessary to complete a thorough investigation.

The investigator shall prepare a written report of the investigation. The report shall be filed with the District official overseeing the investigation.

District Action

If the results of an investigation indicate that prohibited harassment occurred, the District shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the harassment.
The District may take disciplinary action based on the results of an investigation, even if the District concludes that the conduct did not rise to the level of harassment prohibited by law or district policy.

**Appeal**

A student, including a complainant, may appeal through FNG (LOCAL), beginning at the appropriate level. A complainant shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

**Retaliation Prohibited**

Retaliation against a student alleged to have experienced harassment, a witness, or another person who makes a report or participates in an investigation is strictly prohibited. A person who makes a good faith report of prohibited harassment shall not suffer retaliation for making the report. A person who intentionally makes a false claim, offers false statements, or refuses to cooperate with a district investigation regarding prohibited harassment is subject to appropriate discipline.

**Records Retention**

Retention of records shall be in accordance with FB (LOCAL).

**Access to Policy**

Information regarding this policy shall be distributed annually to district employees and included in the student handbook. Copies of the policy shall be readily available at each campus and the District’s administrative offices.

**Safety**  
*(Refer to Policy CK)*

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve district equipment, employees must comply with the following requirements:

- Observe all safety rules
- Keep work areas clean and orderly at all times
- Immediately report all accidents to their supervisor
- Operate only equipment or machines for which they have training and authorization

Employees with questions or concerns relating to safety programs and issues can contact the following personnel:

- **Facility/Chemical Safety**  
  Director of Operations  
  Reginald Cook (972) 343-4477

- **Food Safety**  
  Director of Food Services  
  Domenik Peterson (972) 343-4407
Fire safety

Fire safety is the responsibility of each employee. Any condition that is considered a fire hazard is to be reported immediately. All employees are to monitor conditions as they enter/exit a building. If an employee notices that a bulb is not operational in an exit light, it is the responsibility of the employee to notify the principal or custodian immediately. If a fire extinguisher has been removed from its designated spot, please contact the building administrator immediately.

Boiler and mechanical room

Boiler and mechanical rooms are not to be used as storage areas and must be cleaned on a regular basis. Texas law provides the following guidelines:

- The boiler room shall be free from accumulation of rubbish and materials that obstruct access to the boiler.

- The storage of flammable materials or gasoline-powered equipment in the boiler room is prohibited.

- The roof over boilers designed for indoor installations shall be free from leaks and maintained in good condition.

- Adequate drainage shall be provided.

- All exit doors shall open outward. Two or more exits remote from each other should be provided. Exit doors should not be blocked.

- Furniture, boxes, custodial supplies, etc., are not to be stored within four (4) feet of an electrical transformer, boiler, water heater or other heat producing equipment. See 16 TAC § 65.70

Asbestos management plan

(Refer to Policy CKA)

The District is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the District’s management plan is kept in the Purchasing office and is available for inspection during normal business hours. Please call Dean Oberg, at (972) 343-4434.
Pest control treatment
(Refer to Policy DI)

Notices of planned pest control treatment will be posted in a district building 48 hours before the treatment begins. Notices are generally located at the main entrances of the building(s). Pest control information sheets are available from campus principals or facility managers upon request.

Tobacco use
(Refer to Policies DH, GKA, FNCD)

Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. Warnings or suspensions may be given to employees who engage in misconduct.

Visitors in the workplace
[Refer to Policy GKC (Local)]

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building’s main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge.

Soliciting

Employees are given opportunities to support organizations and charities but are not required to participate in or support any projects. All solicitations including those for school-related projects must be approved by the administration. Consideration will be given to projects that contribute to the education program. No outside organization of any sort may solicit contributions of any type from auxiliary employees.

The collection of monies (the sale of homemade items, food, catalogue sales, etc.) that takes the time of employees during school hours is strictly forbidden.

Associations and political activities
(Refer to Policy DGA)

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual’s employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.
Use of district resources, including work time, for political activities is prohibited.

**Gifts and favors**  
*(Refer to Policy DBD)*

Employees may not accept gifts or favors that could influence, or be construed to influence, the employee’s discharge of assigned duties.

**Games of chance**

Employees are not permitted to participate in or promote any type of lottery or game of chance, including football pools.

**Disregard for standards of conduct**

A disregard of any one of the following rules will subject the employee to disciplinary action being taken up to and including immediate termination of employment.

- Use or possession of alcohol or illegal drugs at work, coming to work under the influence of alcohol or drugs (illegal intoxication is not required.)
- Use of or illegal possession of drugs or attempt to take part in the sale or illegal handling of drugs
- Use of profanity or crude language
- Eating in other than specified areas
- Unauthorized removal of property belonging to the Grand Prairie School District, school organizations, other employees, guests, students, etc.
- Insubordination - refusal or failure to carry out oral or written directives from supervisory personnel
- Inadequate or deficient work performance
- Spreading malicious rumors or gossip
- Unauthorized use of confidential information or release of information regarding school system, employees, students, parents, etc.
- Falsification of employment application or any other school system records, including time cards, work reports, and other documents
- Unexcused absence or tardiness
- Failure to notify immediate supervisor when unexpected absence or tardiness prevents employee from reporting to work on schedule or leaving work
- Violation of health or safety rules
- Fighting and any other attempt to injure or threaten to injure another person
• Willful destruction of school district property or property of others
• Lack of courtesy to students, employees, parents, or guests
• Leaving work assignment without legitimate reason, permission of supervisor or proper relief during absence
• Solicitations for donations, etc., unless cleared through proper administrative personnel
• Failure to report to supervisor prior to leaving work station
• Radical departure from dress uniform or personal grooming
• Contact with students in any manner that is not professional, businesslike and job related is strictly prohibited. (This includes dating, phone calls or any other action taken, or interpreted as such, to develop an association more than a level of district employee-student.)
• Falsifying or refusing to give testimony concerning accidents or incidents which are being investigated

Note: The prohibited conduct listed above is not inclusive of all prohibited conduct that is subject to disciplinary action. Other conduct not listed here may be subject to disciplinary action, at the sole discretion of the District if such conduct is found to be contrary to the standards of conduct in the District and/or disruptive of the school environment.
Purchasing
(Refer to Policy CH)

Authorized personnel may initiate purchase orders. No purchases, charges or commitments to buy goods or services for the District can be made without a PO number. The District will not reimburse employees or assume responsibility for purchases made without authorization. Employees are not permitted to purchase supplies or equipment for personal use through the District’s purchase order system. Only the departmental secretary or the director issues purchase orders.

Off-duty telephone contact and current address

It is of great importance that all personnel be available to be contacted by telephone during off-duty hours in the event there is ever a need for emergency or special assistance.

All employees must provide to those who would need to make contact, a telephone number or numbers where the employee can be contacted. An example of who should be provided a contact telephone number would be: Campus Secretary and Principal, Transportation Dispatcher and Department Secretary, Human Resources Department, Department Supervisor & Secretary. It is also important to keep these same persons aware of a current address.

A change of address form can be obtained from an immediate supervisor and should be completed within five (5) workdays after the employee has moved.

Personnel records
(Refer to Policy GBA)

Most district records, including personnel records, are public information and must be released upon request. Employees may choose to have the following personal information withheld:

- Address
- Phone number
- Social Security number
- Information that reveals whether they have family members

The choice to not allow public access to this information may be done at any time by submitting a written request to the Human Resource Department. New or terminating employees have 14 days after hire or termination to submit a request. Otherwise, personal information will be released to the public.
**Name and address changes**

It is important that employment records be kept up to date. Employees must notify the campus/location office if there are any changes or corrections to their name, home address, home telephone number, marital status, emergency contact, or beneficiary. Forms to process a change in personal information can be obtained from the campus and department locations, or online listed under *Employee Forms*.

**Bad weather closing**

When school is canceled or dismissed by the Superintendent due to bad weather the following procedure will apply:

With the exception of support staff designated by the Director of Food Service, Food Service employees will not report to work.

Auxiliary Employees will have two bad weather make up days per year. (Determined by GPISD Calendar). If Bad Weather closing is in excess of two days the following will apply.

An emergency calling network is in operation to notify the Transportation Department employees whether or not to report to work.

With the exception of designated support staff, the Distribution Employees will not report to work. The distribution staff will be notified by their manager whether or not to report to work.

Compensation for canceled workdays:

- Auxiliary employees may choose to be compensated on canceled workdays by using personal leave days or earned vacation days. Local sick leave days cannot be used.
- Employees without personal leave days or vacation days will, in most cases, be given a chance for a make-up day. An employee who fails to take advantage of the make-up days(s) will be docked in pay accordingly.
- Support staff required to work shall receive the regular hourly pay for hours worked. These employees will retain their earned personal leave or vacation day and will not be required to work on the make-up day.

**Emergencies**

*(Refer to Policy CKC)*

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.
**Energy conservation – a commitment for energy conservation**

The Grand Prairie ISD, its Board of Trustees and Administration are committed to energy conservation and fulfilling the goals and objectives of the program throughout the District. Fulfilling the goals of the program, however, requires the active awareness and participation of everyone connected with the School District. This includes **ALL** employees at each level of responsibility, as well as students, parents and the community who utilize the school facilities.

- All unnecessary lighting in unoccupied areas shall be turned off. (i.e., classrooms, cafeterias, gymnasiums, libraries, hallways, lounges, workrooms, closets, etc.)
- Lights should be turned off when students and teachers leave the classroom.
- Lights will only be turned on in the areas where work is taking place or people are meeting and turned off when finished.
- Outside lighting should be turned off during the daylight hours.
- It is the responsibility of the head custodian of each campus to see that a complete or appropriate shutdown of the facility occurs each evening.
- All gymnasium doors, all classroom windows and doors, and all entrance/exit doors should be closed when the air conditioning or heating systems are operating. This applies to portable classrooms also.
- The air conditioning equipment should, as a rule, be turned off at approximately 4:00 or 4:30 p.m. each day and should not be turned on again until school starts the next day except for specific areas identified where usage will take place.
- After-hours functions should be requested via the eMaint System.
- Cafeteria lighting should be on only when the area is occupied.
- Classrooms, computer rooms, labs and offices should be dark when not in use.
- Turn off all unnecessary equipment and machines.
- Turn off gymnasium lighting at earliest time possible.
- Report air conditioning that is on after hours to your immediate supervisor.


Resignations
(Refer to Policy DFE)

Non-contract employees may resign their positions at any time. A written notice of resignation should be submitted to the Human Resource Department at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Dismissal of non-contract employees
(Refer to Policy DCD)

Non-contract employees are employed at will and may be dismissed without notice, a description of the reasons for dismissal, or a hearing. It is unlawful for the District to dismiss any employee for reasons of race, religion, sex, national origin, disability, military status, any other basis protected by law, or in retaliation for the exercise of certain protected legal rights. Non-contract employees who are dismissed have the right to grieve the termination. The dismissed employee must follow the District’s process outlined in this handbook when pursuing the grievance. See Complaints and grievances in this handbook.

Exit procedures
[Refer to Policy DC (Local)]

Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at the time of final employment separation. Separating employees shall provide the district with a forwarding address and phone number.

All employees shall also complete the Inventory Checklist Form to return all district keys, books, property, equipment, etc. The District may withhold the cost of any unreturned items from the final paycheck.

Reports concerning court-ordered withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court and the individual receiving the support (Texas Family Code §8.210, 158.211). Notice of the following must be sent to the court and support recipient:

- Termination of employment not later than the seventh day after the date of termination
- Employee’s last known address
Student contact and associations

Conversations with students and staff shall be limited to specific information required to fulfill assigned responsibilities only.

No employee shall attempt to discipline or punish a student. Any need for disciplinary measures shall be reported to a teacher, principal or supervisor.

Employees shall refrain from physical contact with students at all times.

Employees shall never attempt to lift an injured student, except to assist at the school principal’s or other administrator’s request.

Fraternizing with students in any manner that is not businesslike and job-related is strictly prohibited. (This includes dating, phone calls, emails, text messaging, or any other action taken, or interpreted as such, to develop an association or relationship on more than the level of district employee and student.)

Student welfare: Child Abuse and Neglect

A person commits a Class B misdemeanor if he or she has cause to believe that a child’s physical or mental health or welfare has been or may be adversely affected by abuse or neglect and knowingly fails to report it as provided by law. *Family Code 261.109*

An employee commits a Class C misdemeanor if, in reliance on information to which he/she has access by virtue of his/her employment and that has not been made public, he/she coerces another into suppressing or failing to report that information including information relating to child abuse or neglect to a law enforcement agency. *Penal Code 39.06*

Employees who suspect or know of child abuse should contact the Texas Department of Protective & Regulatory Services or law enforcement and the principal immediately.

Reporting suspected child abuse
*(Refer to Policy DH, FFG, GRA, DG)*

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operating, licensing, certifying, or registering a facility) within 48 hours of the event that led to the suspicion. Reports to Child Protective Services can be made to 2355 N. Stemmons Freeway, Dallas, Texas 75207 or to the Texas Abuse Hotline (800) 252-5400. State law specifies that an employee may not delegate to or rely on another person to make this report.
Under state law, any person reporting or assisting in the investigation of reported child abuse or neglect is immune from liability unless the report is made in bad faith or with malicious intent. In addition, the district is prohibited from retaliating against an employee who, in good faith, reports child abuse or neglect or who participates in an investigation regarding an allegation of child abuse or neglect.

An employee’s failure to report suspected child abuse may result in prosecution for the commission of a Class B misdemeanor. In addition, a certified employee’s failure to report suspected child abuse may result in disciplinary procedures by SBEC for a violation of the Educators Code of Ethics and Standard Practices for Texas Educators.

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the campus principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. In addition, employees must cooperate with child abuse and neglect investigators. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.
ALL Food Service workers will be employed at-will on an hourly basis, and generally are taken from the substitute list. All food service workers, substitutes, managers in training, and managers must follow the GPISD auxiliary employee handbook policies and procedures.

Food Service employees may be assigned to any school wherever and whenever needed and for the number of hours needed daily, at the discretion of the Food Service Office. School and job assignments are subject to change, at any time. The goal is to have each food service employee cross trained in all positions within each kitchen, this includes cashiering.

Food Service Managers make job assignments and schedules in the individual kitchens. However, an assignment to any one job or duty does not prevent the employee from being assigned additional jobs or duties, as the need arises. Assignments may be changed as much or as little as the Food Service Manager deems advisable. Managers may not alter the hours per employee or total hours allotted to each kitchen. Any additional hours/time assigned must be approved by the Food Service Director.

No food service employees may cash their personal checks from food service funds. We do not cash any personal checks or give cash back on personal checks to anyone. All refunds must follow district policy and come through the Food Service office. Anyone requesting a refund must contact the Food Service office and complete the required documents. Refunds will be in the form of district check and mailed to the address provided on the form.

It is the responsibility of all food service employees to adhere to the GPISD auxiliary handbook policies and procedures, uphold all the standards of GPISD, follow HACCP processes, uphold the USDA/TDA guidelines, adhere to the city of Grand Prairie health codes and while on district property act accordingly and in a professional manner.

**Food Service Managers**

Food service managers are responsible for organizing, managing, and coordinating all of the daily functions within their kitchen, as well as the staff members who carry out these functions. This not only includes monitoring the service of food to students and adults, but also knowledge of health code regulations, USDA regulations, HACCP processes and customer satisfaction. Food service managers must also have the capability of handling sudden situations that arise, such as complaints, lack of inventory, lack of staff members, and injuries. It is the manager’s responsibility to assign the tasks and cleaning for the day to each of the workers they oversee.

It is also the manager’s responsibility to make sure that all of the forms are filled out completely, correctly, and on time daily. This includes the following but not limited to: production records,
BIC, HACCP logs, and other required company/state/federal documents. The manager also must make sure on a daily basis that all meals are correctly put into the system, that the day end procedure is completed, payroll put in for all employees and processed by 4pm every Friday. The necessary reports are printed and/or completed daily. The manager work day is 8 hours per day and the scheduled time may vary from campus to campus.

The manager is also responsible for placing all orders and making sure that the food and supplies needed are on hand. This includes all regular food deliveries, warehouse items, milk, bread and ice cream.

The manager is also to help the Food Service Office with the collection of money that is owed by communicating to parents/guardians when they owe money on their account. This may be done via letters printed/sent home and may also include contacting the parent/guardian directly via phone.

The manager must communicate with their supervisor of any issues of any kind that may be going on with the school, kitchen or the workers. Managers must read and respond to emails daily. It is the manager’s responsibility to ensure that food service workers do not overtly identify students or that the student’s eligibility information is not shared with anyone outside of the food service director or supervisors.

**Managers in Training (MIT)**

The MIT is responsible to work side by side with the manager, to follow their lead, and to help enforce the standards and expectations that have been set.

The MIT needs to help make sure that all workers remain on task and follow the assignments that they have been given for the day.

It is also the responsibility of the MIT to help with and learn how to do all the paperwork that the manager does. The MIT role is considered a learning environment with the goal of becoming a manager. MITs will be required to help in other schools throughout the district as needed in the absence of the manager. This is considered a training opportunity for MITs.

Any assistant manager that does not meet the requirements, goals set and/or pass written tests may be returned back to the role of a worker at any time.

**Food Service Hourly Employees**

The worker needs to show up on time, in uniform and be ready for work at the scheduled time. On time is clocked in and ready to go at the scheduled time. If the employee is not clocked in, dressed and ready to work at the scheduled time, this is considered late. Personal grooming must be done on your own time.

The worker needs to follow the directions and complete the tasks that have been assigned by the
manager for the day, including prep, station assignment during service, and cleaning. If the tasks that have been assigned are completed early or there is extra time in between service, look to see if there is anything that you can do to help out your fellow workers or ask your manager.

During service - Make sure that you are polite and courteous to all children and adults that come through the line. Need to make sure that you are offering all options versus just serving or pre-plating options. Help keep track of what needs to be restocked on the line throughout the service time. Communicate with your manager.

**Substitute Worker**

The substitute worker must be ready to work every day. If called and you are unable to work three times you will be moved to the end of the list of substitutes or possibly terminated.

The substitute worker must be willing to travel to any school within the district and have their own form of transportation.

The substitute worker must follow the assignments that are given to them by the manager for that day. If you complete assignments early or have time in between certain tasks, look to see if you can help out your fellow workers.

Substitute employees will call the Food Service Office between 7:00 a.m. and 7:30 a.m. At this time, the Food Service office will assign the substitute to a specific school and will inform the substitute what time to be there. Substitute employees must be available to work on a daily basis. Three call outs can be considered job abandonment and grounds for termination.

Managers make evaluations of substitutes’ job performances when considering them for regular employees. Substitutes become eligible for assignment as regular employees after a probationary period and an evaluation of their abilities.

**Payroll**

All paychecks will be paid by direct deposit or cash pay card. Name changes will be made at the Education Center on Belt Line Road. Address and telephone number changes can be made in Skyward by logging in with your login and password. Any and all changes must be reported to the food service office as well. It is the responsibility of each individual to clock in and out according to their schedule. Additional time worked is allowed only by supervisor prior approval. Managers must process payroll each and every Friday no later than 4:00 pm.

**Food Handler’s Certification and Manager’s Food Safety Certification**

It is the responsibility of all Food Service employees to complete a Food Handlers training class, at their own expense and on their own time. Any worker, who remains uncertified after 30 days from his/her first day of work, will not be allowed to work and will be subject to termination of employment. Any employee with an expired Food Handler’s card may not be allowed to work until the card has been renewed and presented to the manager.
Managers and Managers in Training must have completed and passed an approved manager food certification program. Classes are held periodically and paid for by the Food Service Office. It is the manager’s responsibility to attend the class provided and pass the test or they must complete the class on their own time and own money. Any uncertified manager may not be allowed to work and may be subject to termination of employment.

**USDA Professional Standards for State and Local Nutrition Programs**

The USDA has released new Professional Standards for all Child Nutrition employees. These require each employee to obtain continuing education/training credits each and every school year. GPISD will, in their best effort, assist employees in obtaining these credits by offering trainings in our back to school meetings. If any employee does not obtain the required credits needed by attending the trainings offered by GPISD, they must on their own time complete the required trainings needed. Any certificates obtained must be turned in to the Food Service Director upon completion reflecting the hours of credits obtained meeting the USDA minimums. The required time frame for credit completion is July 1 - June 30 of each school year.

New and Current Managers:

Each year, attend at least 10 hours of annual continuing education/training. Topics include:

- Administrative practices (including training in application, certification, verification, meal counting, and meal claiming procedures).
- The identification of reimbursable meals at the point of service.
- Nutrition, health and safety standards.
- Other topics, as specified by FNS.

New and Current Staff that work an average of at least 20 hours per week:

Each year, attend at least 4 hours of annual continuing education/training. Topics include:

- Free and reduced-price eligibility.
- Application, certification, and verification procedures.
- The identification of reimbursable meals at the point of service.
- Nutrition, health and safety standards.
- Other topics, as specified by FNS.

**Attendance and Tardiness**

All employees shall call their managers to report their absences. This notification should be done as far in advance as possible. Please call your manager in the afternoon by 2:00 p.m. to report whether or not you will return to school the following day. If you do not call your manager, it will be assumed that you are not coming, and your substitute will be allowed to remain in your place.

Managers shall call their supervisor to report absences as soon as possible. The manager and the supervisor will discuss the best coverage for the campus in the absence of the manager.
Excessive absences (10 absences per school year) will not be tolerated and may result in dismissal from employment. Absences for secondary employment are prohibited. Five days or more missed in a row requires a Doctor’s excuse upon return to work. Each unapproved absence will result in a formal write up. Each manager is responsible for keeping track of employee’s absences and tardies.

All tardies must be documented by the manager. On time to work is defined as clocked in, ready and dressed for work by the employee’s scheduled time in. Anything that does not meet this criteria will be considered late and the 3rd tardy will result in a formal write up for the employee.

Personal days, if available, may be used with at least 5 full working days notification and pending approval by the manager and supervisor. The request must be completed on the proper form, in writing, to the manager and given to the supervisor. Late requests may not be approved as well as requests before or after holidays. Manager personal days must also meet these guidelines and be approved by their direct supervisor and the Food Service Operations Director.

Doctor check-ups or other appointments need to be scheduled, as best as possible, on your own time after work, over spring/winter break or during the summer.

The district food service department policy is that any excessive absences or tardies will result in disciplinary action up to and including termination of employment, this includes excessive days absent on Fridays and Mondays and before/after holidays. Any personal leave requests must be submitted for approval to the manager/supervisor 5 days in advance of the day(s) requested. Approval will be granted if possible.

Health conditions

No person with a communicable disease, an infected wound or a severe cough or cold shall work in food service in any capacity in which there is a chance of contaminating food or other people.

Employees shall not smoke, chew gum, chew tobacco, spit, eat, or drink while preparing or serving food or while handling utensils or equipment.

Accident reporting policy

ALL on-the-job injuries must be reported to the kitchen manager immediately, even if you don’t think you will need medical treatment. The kitchen manager will need to complete the First Report of Injury and a Synergy Workman’s Comp Form. Email both of the forms to Kathy Hanna, Domenik Peterson, Mayela DeLaGarza, and the manager’s supervisor. You may seek medical care via the school nurse or a network provider. If the employee seeks medical care from an unapproved medical provider, the care may not be covered under Workers’ Compensation. Refer to the Workers’ Compensation section of the handbook for further information.

If you lose ANY time from work due to your on-the-job injury/illness you must notify Kathy Hanna (972)343-4416 and Jason Hardy (972)237-5392 immediately via email or phone.
Dress Standard

Uniforms – A clean regulation uniform is required every day. The Food Service Department will issue a uniform top to each food service worker. On occasion with prior approval from the Food Service Director, a uniform top of the school color may be worn, i.e. on Spirit Day, as long as the entire team is in the same shirt. Black or navy colored slacks or pants must be clean, ironed and in good condition. Blue jeans are not allowed unless approved by the Food Service Director. Long blue or black skirts are allowed but must be below the knee and not interfere with movement or job duties. Tattoos must be covered.

Service Aprons – A regulation black logo apron provided by the District is to be worn at serving time only. These should be kept clean and in good repair. Employees may wear alternate aprons during preparation time. Serving aprons are not to be worn during prep time.

Slip Resistant Shoes – shoes must be clean, with enclosed toes and heels and non-skid soles. Sandals, mules, or any other sandal-type shoes are not acceptable. Tennis shoes are not allowed unless they have slip resistant soles.

Hair – Hair must be clean, neatly arranged and completely covered at all times by an invisible hairnet. It is the responsibility of the manager to see that this regulation is enforced. Hairnets must be worn by ALL food service staff. Hats are not allowed.

Fingernails – Fingernails are to be kept clean, filed short, and free of any type of nail polish. Artificial nails are not permissible. Gloves must be worn during prep and service.

Jewelry – Rings of any kind are not allowed except for a wedding band and small stud earrings. No dangle or hoop type earrings allowed and only 1 stud earring per ear. No facial jewelry is allowed. Bracelets and necklaces are not allowed.

Undergarments – Socks or hose must be worn with both skirts and pants. Bras and underwear must be worn and must not be visible.

Substitute employees – substitutes may wear blue or black slacks or skirt. If available, an allotted uniform top must be worn but if not available a white top must be worn. Sleeveless blouses, blue jeans or t-shirts are not acceptable.

It is the responsibility of the manager to see that the dress code is followed.

Meals and breaks

All Food Service personnel shall be given one meal per day at no charge. Each employee is entitled to a 30-minute break for lunch at a time designated by the manager. Meal will be consumed on the premises. Food Service employees are not paid for the time they sit down and eat lunch and are not required to work during that time. No employee meals or snacks may be taken out of the kitchen/cafeteria or taken home.
One additional break (not to exceed ten minutes at any time) may be taken, at the manager’s discretion.

**Telephone Use**

No personal calls or cell phone use except for emergencies, limited to two minutes with manager approval. Cell phone must be set to off or silent (vibrate silently) if on your person. If cell phone use becomes a problem, the manager may deny use of phones during the work day to any or all employees.

**Work Place Safety**

- Each person is responsible for keeping his or her work area, utensils and equipment safe and clean at all times. Clean all equipment, pots/pan and utensils used as you go or by the end of the shift. Return clean dishes to designated area.
- Be sure that you understand how to use each piece of equipment before attempting to operate it. Ask for instruction if you are unsure.
- **Clean and sanitize** mixer, slicer, can openers and other such equipment immediately after use.
- Keep all work surfaces, drawers and bins **clean and sanitized**.
- Keep sinks clean and **NEVER** pour grease down the drains.
- After using staple items from shelves or pantry, replace them at once to the proper location.
- Wipe spilled food or liquid off the floor **immediately**. Mark area with Wet Floor Sign.
- Clean storeroom. Dust shelves and, if necessary, wash all shelves.
- Clean and mop floors daily. Clean mop closet and keep laundry room clean and organized.
- Place knives or other sharp pointed instruments in drawers with blades toward the back of the drawer.
- Never walk with knives pointed forward. Points should always point to the floor and to your side.
- Be sure that hanging objects are securely placed on hooks.
- Before leaving each afternoon, ensure all pieces of equipment are turned off (ovens, steam lines, warmers, etc.). **NEVER** leave an oven on overnight.
- Report all leaks, mechanical failures and breakdowns to manager immediately, so she/he may make necessary reports.
- Each employee should know where the fire extinguisher is located and how to operate it.
- Keep all doors and drawers closed. It is the manager’s responsibility to see that all substitutes and new employees understand safety precautions on each piece of equipment.
- Walk carefully; watch where you are going and where others are coming from, especially if you are carrying hot foods. Do not place or store heavy food pans on high shelves.
- Never touch or carry hot foods without the use of hot pads.
- Release steam in steamer before looking inside.
- Never place hot foods above shoulder height when cooking or storing.
- Be sure all burners are lit after striking match or turning on units lit by a pilot light.
- Never attempt to lift anything over 40 pounds alone. When lifting, bend from the knees. Back support braces are available for use as needed.
➢ ALL kitchen staff is expected and required to participate in any safety drill conducted at their campus, including but not limited to Fire Drills, Tornado Drills, and Code B Drills.
➢ In case of an accident, keep calm and notify the supervisor immediately. Check with the principal’s office to see if nurse is on campus and available.

HACCP and General Food Safety

Check food temperatures on serving lines to insure proper temperature, minimum of 140° during the serving period. Cooked food must reach an internal temperature of 165 degrees for poultry, 155 degrees for meat, and 145 degrees for seafood, mark the cooked food temperature on your log. The temperature should also be checked and documented when the food is put on the line before service, during service, and after to make sure it stays out of the temperature danger zone. Complete temperature logs for each prepared food item, for breakfast and lunch, every day.

Do not eat or drink in the kitchen or service areas. Employee foods from outside establishments must be stored in a one designated area and marked as such. Employees may only eat or drink in designated areas and during designated breaks.

Managers/assistant managers must taste each prepped food item for proper recipe and proper temperature.

Store cleaning items/chemicals away from food items and store in designated areas only. Cleaning containers must be labeled, used properly and stored properly.

Wash hands thoroughly at the designated hand-washing sink before beginning work, after eating lunch and when returning from the rest room. Hands must be washed after each item of prep has been completed to avoid cross contamination of foods. Do not wipe hands and face with towels used on food or dishes.

Do not handle food with hands without wearing plastic gloves. Never allow the thumb or finger to touch inside of dish, bowl, or glass. Gloves should be changed when moving from one prep item to another.

Kitchen Procedures

➢ All food should be stored at least 6 inches off the floor.
➢ Items on top shelves should be 18 inches below the ceiling if a fire sprinkler system or 12 inches below if no sprinkler system.
➢ All foods must be dated with the date received. Leftover foods or TCS foods must additionally have the use by date. All dates must be legible and easy to locate. TCS foods and leftovers must be discarded after 5 days.
➢ Do not accept damaged food items or produce that does not look fresh. These items must be visually checked.
➢ Food deliveries should be checked and put away within an adequate amount of time. Temperature of the product must be maintained for safe food handling.
In-district travel

Employees are not permitted to leave the kitchen while on duty except to attend to such matters as requested by the manager or supervisor. Personal business affairs/errands must be handled on your own time. No employees may leave the premises during breakfast or lunch service times without prior supervisor approval.

ID Badges

Each new employee will have their GPISD security photo badge made and must wear the badge when on campus at all times. Badges must be clipped to your attire; no lanyards may be worn.

Damaged Security IDs will be replaced at no cost to the employee provided the damaged Security ID is turned back into GPISD HR or Technology. A damaged Security ID will be reprinted from the existing photo in the database – no exceptions.

Lost Security IDs that are re-printed from the current photo in the database will cost the employee $20.00.

If a new photo is requested, the employee will be charged $30.00. Security IDs that are requested by the employee for a picture retake will cost the employee $30.00. Only 1 retake per year will be allowed.

Holidays

There are only 9 food service holidays. Refer to the Food Service calendar provided by the food service office.

Food Service Work Days

Food service workers are scheduled to work 189 days. These include the 170 school days, 10 additional mandatory work days, and 9 paid holidays. Managers are scheduled to work 195 days. These include 170 school days, 16 additional mandatory work days, and 9 paid holidays. Refer to the food service calendar for the mandatory work days.

Any additional waiver days will be required work days for food service as well as any district make-up ice/snow days. See district calendar for these make-up days as if needed these will become mandatory work days.
MAINTENANCE and OPERATIONS

Working hours

Working hours may vary at the discretion of the department to best meet the needs of students and staff. Work schedules will be provided by the immediate supervisor.

Reporting absence from work

Maintenance personnel should report their absence to their immediate supervisor prior to the start of their work shift at 972-343-4471. An absence from duty should be submitted through Skyward for any type of absence.

Head Custodians and custodians must report their absence/tardiness to their immediate supervisor prior to the start of their work shift by calling the absence phone line at 972-343-4442. If the supervisor is not available, a phone message may be left, but should be followed up with a call to personally contact his/her supervisor when possible.

Breaks

Break periods will be for fifteen (15) minutes beginning two (2) hours after the scheduled shift start and two (2) hours from the end of the scheduled lunch break. Employees must stay at their work location to take breaks. Break times are subject to change, at the discretion of the supervisor. Employees may not take district vehicles to convenience stores, restaurants, to their homes or on any other personal errand during breaks.

All employees will work as assigned by the manager or designated supervisor. Immediate supervisors may approve adjusted lunch and break schedules on a limited basis. At the time of request for the adjusted schedule, a specific time will be identified. Shifts are subject to change at any time as required in the best interest of Grand Prairie Independent School district.
Lunch policy - Maintenance

The lunch period for maintenance personnel begins four (4) hours after the start of the scheduled shift. Employees may leave the work location during lunch. All employees must be back working no more than one (1) hour from the beginning of the lunch period.

Employees may use their school vehicle to go to lunch. Employees can go to the eating establishments that are closest to their work location for that day. Employees may not take district vehicles home or run personal errands during their lunch hour. Employees cannot drop anyone off at one eating establishment and go to another. The district vehicle stays with the employees. Employees who are in a group can go together or may stay at the work location while others go to an eating establishment. All employees get one (1) hour for lunch regardless of where they choose to eat.

Employees may not take late or early lunches, unless they are working on an emergency and have prior approval from their immediate supervisor.

Lunch Policy – Custodial

Custodial personnel must be back working no more than thirty minutes (30) from the beginning of the lunch period. Lead custodial employees may use district vehicles to leave campus for lunch breaks.

Emergencies
(Refer to Policy CKC)

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all district buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Maintenance

For any emergency situation during regular business hours, maintenance personnel must contact Dispatch via radio or by calling 972-343-4455.

Custodial

For any building emergency during regular school hours, custodial personnel must contact the main office of the campus and Dispatch at 972-343-4455.

For after hour emergencies contact Dispatch at 972-343-4455. If appropriate, contact 911.

Radio communication procedures

The following procedures will be utilized in radio communication.
The mechanical operation of the communication equipment installed in the school vehicles will be as follows:

**Transmitting:**

1. Be courteous; make sure the airway is clear before you transmit.
2. Move the on/off control switch to “on” position and volume up to an audible position.
3. The radio will best perform if the microphone is two or three inches away from the lips.
4. Speak directly into microphone in a normal voice, at the conclusion of the transmission, release button on microphone.

The proper etiquette for the radio communication system is as follows:

1. Use the radio only when necessary.
2. Use the proper procedure when transmitting.
3. Speak in a normal voice and transmit only information required for the situation.
4. Respect the usage of the airwaves while another person is transmitting.
5. Discuss only business-related matters.

**Tools and equipment**

Employees are responsible for all District-owned vehicles, tools and equipment. Tools and equipment can be checked out through the Maintenance and Operations warehouse. Once the tools or equipment are no longer needed, they must be returned to the Maintenance and Operations warehouse or the designated shop at the end of each workday. Employees are responsible for vehicles, tools and equipment in their possession.
GRAND PRAIRIE INDEPENDENT SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
EMPLOYEE HANDBOOK: GUIDELINES AND PROCEDURES
2018-2019

“INNOVATE. EDUCATE. GRADUATE.”

The Driving Force behind Student Success!
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Section A. Personnel Guidelines

A.01. Regular Attendance and Promptness
Proper workplace protocol is required of all employees. This requirement includes regular attendance
at work as well as arriving and departing at the times established.

A.02. Attendance Guidelines
Regular attendance and punctuality are critical to the successful operation of a school bus routes. This is
especially important on days before and after Holidays. Drivers/Attendants are required to perform a
pre-trip/post-trip inspection as specified by department guidelines and arrive/depart to/from the
Transportation Department and campuses at the designated times.

Unreliable and irregular attendance including late arrivals can give cause for termination. In the event of
absence, there will be two (2) classifications: Absent with Communication and Absent without
Communication.

1. Absent with Communication: Absent, but the employee communicates with a SHIFT
   MANAGER as far in advance as possible but no later than specified times. Call-in time for AM
   routes is between 5:15 – 5:45 a.m. Call-in time for PM routes is before 12:30 p.m. Call-in time
   for noon Pre-K, and shuttle or other than am/pm routes is no later than 1 hour before
   scheduled departure.

2. Absent without Communication: Absent without earlier arrangements or without
   communication with the Shift Manager during the designated times above. An employee
   arriving late to the extent that other arrangements must be made to cover the route is
   considered “absent without communication

3. Absent without Communication (less than 3 consecutive days): Negative impact on our
   ability to give quality transportation service to students occurs when employees do not call in
   within enough time for dispatchers to efficiently cover absences. Therefore, not communicating
   absences within the designated time frames will result in disciplinary action up to and including
   termination.

4. Absent without Communication (three consecutive days) constitutes abandonment of job with
   the school district and gives cause for immediate termination.
A.03. Absence from Work
Regular and reliable attendance is an essential job function.

1. All employees are expected to report to work on time on a regular basis. Employees who will be absent are required to contact a shift manager prior to the beginning work time EVERY DAY you are absent, as stated above.
2. Absence without communication by the employee for more than three (3) consecutive work days can lead to disciplinary action, up to and including termination. Excessive absences and undocumented absences may also lead to termination.
3. A doctor’s release will be required and must be presented to the Transportation HR Office or your manager before returning to work for any absence due to personal illness or family illness of more than three (3) consecutive workdays. Grand Prairie ISD does reserve the right to check with the doctor on an employee's work status and determine if the employee can perform his/her assigned duties.

A.04. Jury Duty
An employee shall be granted leave with pay and without loss of accumulated leave for jury duty. An “Absence from Duty” form must be completed and support documentation must be attached. The employee shall be allowed to retain any compensation for this service. An employee shall be granted leave with pay and without loss of accumulated leave: (1) when ordered to appear in a legal proceeding pursuant to a lawfully issued subpoena, (2) when the employee is a defendant in a lawsuit based on actions taken in the course and scope of his or her employment and the employee is requested by the District’s legal staff to participate in activities and proceedings related to the defense of the lawsuit, or (3) when the employee is not a party to a lawsuit involving the District but, is otherwise requested by the District’s legal staff to provide information, assistance, or testimony in connection with litigation involving the District. An employee who is a party to non-District-related litigation and who is absent due to activities about that litigation shall use accumulated leave.

A.05. Leave Balance less than Five (5) Days
Demonstration of regular and reliable attendance is a critical essential function of a driver/attendant/reserve. Any driver/attendant/reserve who reaches a 5-day (or less) leave balance is required to speak with their manager. Absences more than accumulated leave may give cause to change an employee’s status and/or cause for disciplinary action, up to and including termination.
A.06. Absences for Optional Runs/Assignments
Any driver/attendant who accepts assignment to an optional run or assignment who misses more than five (5) opportunities may lose the optional run or assignment for the rest of the school year.

Non-CDL attendant drivers, high intensity drivers, and high intensity bus attendants who miss more than 5 days (10 opportunities) for the school year may be removed from their assignment. An employee removed from the optional assignment may be eligible to reapply. If reselected, the employee may be placed on a probationary status.

If an optional assignment is voluntarily given up or removed for two (2) consecutive school years, hence not fulfilling their commitment, the employee will not be allowed to select any optional assignment the following year.

Employees accepting optional summer work assignments, including summer observation driver trainees, will be removed from their summer assignment after missing more than the allowable opportunities determined by the length of the summer program. The number of allowable opportunities will be provided at summer school route selection. If summer opportunity is voluntarily given up or removed, hence not fulfilling their commitment for two consecutive years, the employee will not be allowed to select a summer assignment the following year. **ALL REQUESTS FOR EXEMPTION MUST BE MADE WITHIN FIVE (5) DAYS OF RETURNING TO WORK.**

A.07. Discretionary Personal Leave
An employee desiring to take discretionary personal leave must have available leave and obtain written approval from his or her supervisor five (5) business days prior to the date of use except in extenuating circumstances.

Supervisors may deny any request for the use of discretionary personal leave which would disrupt the District’s ability to provide services and/or have an adverse effect on the education of the students in the district.

Discretionary personal leave days, which may not be approved, are the day before and after a student holiday, State testing days and State Count days.
A.08. Absence Documentation for Evaluation

Absences for jury duty, bereavement, religious holidays, military service, and those absences in response to a lawfully issued subpoena to a non-party of interest, are not counted in the total used for the performance evaluation rating. Absence for religious holidays shall be reasonably accommodated so long as the time off does not cause undue hardship on the conduct of district business. Employees may request to use an available paid discretionary state personal leave day or take an unpaid leave day for religious holiday observation. Approved day(s) for religious holiday observation will not be counted in the total days used for the performance evaluation. Those worker’s compensation and temporary disability absences exceeding the FML days will be included in the number of absences for the evaluation rating.

Employees absent more than their accumulated leave are in direct may give cause for disciplinary action, up to and including termination.

Please refer to section B.06, Evaluations – for further clarification of how attendance may affect your evaluation and general rate increase.

A.09. Leave of Absence for Temporary Disability

Employees whom are absent for a period of more than (5) days must contact Norma Puckett for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

A.10. Compensation

Minimum Rates:

Texas School Bus Driver Re-Certification (8 Hours) – District Pays
Texas School Bus Driver Certification (20 Hours) – District Pays
TXDOT Physical Full Time- District Pays
TXDOT Physical Sub Drivers- District Pays with 60 days worked during the current school year
Attendant - $11.00
Bus Driver - $16.50
Non-CDL- $13.00
A.11. Payday
Hourly employees are paid on a bi-weekly basis. Payroll information may be found on the district website through Skyward.

a. Regular Pay – an hourly employee will be paid at his/her regular hourly rate of pay for the first 40 hours earned each week.
b. Overtime Pay – an hourly employee will be compensated at 1½ times his/her regular rate for hours worked more than 40 work hours in each week. Vacation days, sick leave days, holidays, and personal leave days are not included in determining hours worked in a week.

A.12. Pay & Time Tracking
Employees whose jobs are subject to overtime pay regulations have been given badges to utilize the time and attendance system. This system records all in and out swipes by badge number. All swipes on the time and attendance clocks shall be made by the employee personally and no one else. Edits to the records are authorized and approved by the employee’s supervisor.

Drivers/attendants are paid on an hourly basis. Drivers/attendants will be paid for the time they are on duty. Employees must report to duty on time and be available to work to be guaranteed any hours. The standard expected for swiping is 10 minutes prior to a route and 10 minutes after a route. It is the employee’s responsibility to keep and maintain an accurate time record. Willfully falsifying job-related records (such as time records) including but not limited to field trip itineraries and expense sheets gives cause for immediate termination.

All hourly Transportation Employees are required to “swipe” in and out for work using their Grand Prairie ISD identification badge. Drivers/attendants are required to swipe in mornings and afternoons prior to their route departure enabling adequate time to check their mailbox, get their keys and complete a proper pre-trip inspection of the school bus. Drivers/attendants are required to swipe out upon completion of their route and necessary duties (post-trip inspection, fueling, cleaning your bus, paperwork, etc.). Personal business must be completed before clocking in for work or after clocking out.

Proper and efficient care and use of district facilities, property, equipment, and employees’ time while on duty, being vast investments in the Grand Prairie ISD public school program by the general public, are the responsibility of all employees. Acts that may constitute falsification or theft of time worked are grounds for immediate termination include but are not limited to:

a. Failing to report route or routing inefficiencies;
b. Falsifying field-trip itineraries;
c. Failing to notify supervisor of student changes (specifically, but not limited to, shuttle or special needs students who have not ridden more than three consecutive days);
d. Falsifying time reports;
e. Loitering, driving exceptionally slower than posted speed limits, driving off route, unnecessarily tracing route, or parking to delay arrivals at campuses or transportation centers; and
f. Fueling on multiple occasions when unnecessary.

Reporting of inefficiencies or improper use is also the responsibility of all employees. Inefficiencies may be determined by the Transportation Department and campus departures/arrivals, Global Positioning Systems (GPS) data and/or video monitoring systems.

Swiping, both in and out, are required. Failures to swipe will be documented and will result in the disciplinary action listed below:

Missed swipes 1 through 6  Coaching
Missed swipes 7 and 8  Oral reminder
Missed swipe 9  Written reminder
Missed swipe 10  2nd Written reminder
More than 10  Further action up to and including termination

**Time Corrections due to missed swipes will not be a priority for Payroll. This could affect the timing of your direct deposit.**

Note: Employees are not allowed to swipe in/out for others. Also, drivers/attendants must use their actual badge to swipe, swiping with a reproduction will not be allowed. If a badge is lost, stolen or damaged see the Transportation HR/Payroll Office as soon as possible.

A.13. Meetings and Training
Drivers/attendants are required to attend and will be compensated for mandatory in-service, meetings and training sessions. Additionally, compensation may be given for attendance of meetings sponsored by schools for transportation personnel with prior approval from supervisor and/or center area director.

Failure to attend in-service meetings or other mandatory meetings may result in suspension from regular duties and may result in suspension from all optional assignments until meeting requirements are satisfied. Employees must attend the entire in-service meeting to receive credit for their attendance. Employees leaving prior to the conclusion of the in-service will be required to attend a make-up session for credit.

Children are not allowed to attend in-service, trainings, route selections, or meetings.
A.14. Evaluations
All employees will be evaluated each year. The evaluation period is August 8th through May 31st. Periodic observations and evaluations are made as frequently as deemed appropriate by the employee’s manager and may include but not limited to: on board evaluation by a trainer, manager, administrator and/or video/audio data.

A.15. Required to Carry Items
Pursuant to Texas Law, drivers are required to carry, on their person, a current Certification Card and DOT Physical Card in addition to their valid Texas Commercial Driver’s License while operating a commercial vehicle. It is the employee’s responsibility to confirm expiration dates and maintain their current certifications.

A.16. Personal Changes
Any changes in employee’s physical ability to lawfully operate a school bus or maintain the qualifications of their position must be reported to the transportation human resources office and manager immediately.

A.17. Employee Contact Information Changes
Any change in drivers/attendant’s address, telephone number, or email address must be made through Skyward and notify the Transportation Department HR/Payroll Office to update within the department.

To update your name with the district, visit the district website, at www.gpisd.org, and click on the staff tab for Employee Resources-Human Capital. Then, click on forms, and you will see the “name change form” to print, complete, and submit.

A.18. Driving Record
If a driver accumulates ten (10) points according to the Traffic Conviction Standard during employment, he/she may be automatically terminated. The individual may apply for re-employment at such time his/her point total drops below five (5). Re-employment is subject to the new employee qualifications and the discretion of the Transportation Department. (See Appendix B for School Bus Drivers’ Point System)

A.19. Reporting of Citations, Accidents or Incidents
All employees who drive a district vehicle, operate mobile equipment, or receive a district travel allowance must notify their manager or Director immediately of any driving citation or conviction of a traffic violation. The reporting provision applies to citations or convictions because of operating either a district vehicle or personal vehicle. Employees receiving a citation, including a red-light camera citation, toll violation, or parking citation in a district vehicle are responsible for payment of any fees or fines including late fees that are assessed. Receipt of citations for moving violations may result in disciplinary action up to and including termination.
Pursuant to department requirements, district vehicle drivers must notify their manager and/or Director immediately by providing a copy of the citation and/or warning upon receipt of a traffic citation or warning from a law enforcement official while operating a school district vehicle.

Any actual or alleged accident or incident, while on duty, must be reported immediately. This includes, but is not limited to, bus accident/incident, failure to set park brake, bus rolling, injury on the job or injury due to horseplay. **Additionally, if involved in any district vehicle accident/incident, do not leave the site before receiving a release from the shift manager to do so. Failure to report incident or accident or leaving the site before release may result in disciplinary action up to and including termination of employment.**

**A.20. Notification of Conviction to Department**

In accordance with Texas State law (TRC §522.061), if you hold a commercial driver’s license, you must report to your employer in writing if convicted of a motor vehicle violation (other than parking violation) within seven (7) days of the conviction. The notification must be made to your assigned Manager and must contain:

1. the driver’s full name;
2. the driver’s license number;
3. the date of the conviction;
4. the nature of the conviction;
5. the nature of the violation;
6. a notation of whether the violation was committed in a commercial motor vehicle;
7. the location where the offense was committed; and
8. the driver’s signature.

**A.21. Re-training**

Any driver/attendant is subject to re-training based on the recommendation of the manager and/or Director.

**A.22. Failure to Set Park Brake**

Failure to set the park brake and/or service brake while loading or unloading students or equipment, parking or standing, including but not limited to, fueling, parking in designated parking space or in shop area will result in the following minimum disciplinary action:

a. Suspension for one (1) day without pay.
b. Safe driving incentive pay will be affected.
c. Evaluation will be affected which may affect your annual GRI.
A.23. Random Drug Testing
The term “Code 1” represents random drug testing for all transportation employees in a safety-sensitive position.

Employees will be notified via the SMART tablet that they have been selected for random drug testing. Once the message is received, employees will be required to confirm receipt of the message. This will relay back to dispatch that the message has been read and the employee acknowledges that they have been selected for a random drug test. In the event the message is not acknowledged, the Dispatchers will notify the employee via two-way radio that they have been selected for drug testing by stating “employee’s name, ‘code 1, do you copy?” Employees must respond that they have received the transmission and then report to dispatch immediately upon return to their center.

If the employee has an in-district field trip immediately after their route, they should proceed to the trip, release their students, and return to the center immediately to be tested.

If the employee has a field trip in or out of district and they have time to come to the center before the trip begins, upon arrival to the center the dispatcher or supervisor should place the driver at the front of the line to be tested immediately so they can proceed to their trip upon completion of the testing.

If the employee has an out-of-district field trip immediately after their route, they will be required complete the testing prior to their field trip. After the test, the driver will be permitted to take a SUV to continue the trip. If it is an out of town trip, the driver may have to switch field trips for the day.

A.24. Transportation Employee’s Children at Work

On the Bus
1. Children eligible to ride the bus include the employee’s own children, or children who currently reside within the home of the employee.
2. A “Special Eligibility Request” form must be submitted and approved before an employee’s child can ride a bus other than the one to which the child is regularly assigned. The child(ren) must be between the ages of 4 to 18 years (proof of age may be required)
3. No bus may go off route or make an unauthorized stop to pick up or drop a child at the Transportation Center or at a campus.
4. Drivers are strongly encouraged to drive for the schools their children attend.
5. Student’s who’s IEP includes special needs transportation are not eligible to ride the regular education bus and may only ride their regularly assigned special needs bus run for their campus of attendance.
6. Employees’ children are expected to meet the same standard of safe and appropriate behavior as all other students on the bus.
7. Employees must not bring their own child to work with them to ride on a route when the child is not permitted to attend school.
8. At no time shall students, including the driver’s own children be left on the bus unattended without authorized supervision. However, for safety reasons while conducting pre-trip and post trip inspections, children must remain on the bus seated away from the driver compartment.
9. Approved children of the employee riding the bus must sit together (if multiple siblings) in the front seat of the bus.

At the Center
1. Children with employees at the Transportation Center and/or schools must be kept with them and under complete control at all times.
2. Children are not to be left unattended or unsupervised. Children in the parking lot must be in hand or within arm’s reach at all times.
3. Children must be in at least third grade to wait at the Transportation Center for their parent to get off duty.
4. A parent must be on duty for a child to wait at the Transportation Department building.
5. Employees must not bring their own child to work with them to stay at the Transportation Department if the child is ill or suspended from school.
6. Children waiting at the Transportation Department must wait in the building’s designated area. No child may wait in the dispatch, secretary or supervisor area or be monitored by office staff.
7. All employees’ children waiting at a Transportation Department for their parent must sign in at the dispatcher’s desk.
8. Children waiting at the Transportation Department must still be quiet, respectful and pick up after themselves.
9. No bus may go off route or make an unauthorized stop to pick up or drop a child at the Transportation Center or at a campus.

A.25. Dress Code
All school employees reflect the standards of the Grand Prairie Independent School District. Remember, it is important to set a good example, as you are a professional representing the department and the district.

Transportation employees are expected to be neat, clean, and well-groomed always. Dress and appearance should be appropriate for the school environment and reflect the professional standards we uphold. Appropriate attire should be worn to any work-related function (i.e. in-service meeting, certification/re-certification classes, route selection, route writing, training, supervisor’s meeting, etc.).

Due to the safety-sensitive nature of the job and to reduce tripping, slipping and falling when climbing bus steps, walking under the bus sheds and around the outside of the facility, appropriate shoes must be worn always while on duty. Appropriate shoes must be closed-in at the heel and toe with slip-resistant
soles. Absolutely no sandals, slides, flip flops, mules or barefoot toe shoes may be worn by drivers, attendants and shop personnel while on the clock. Suitable undergarments shall be worn and not visible.

Body piercing (i.e. eyebrows, nose, tongue, lip, etc.) except ears must not be worn. Gauges are not acceptable.

Unacceptable items include, but are not limited to:

1. Low cut tops or dresses
2. Spaghetti straps
3. Halter tops, tube tops and other clothing that reveals the midriff or back
4. Muscle shirts or tank tops
5. Spandex or other tight, form fitting clothing
6. See-through clothing
7. Clothing which promotes alcohol, drugs, sex, inappropriate language or violence

Any article of clothing or accessory that would limit vision or obstruct body movement that impacts job performance is prohibited.

Special Needs drivers and attendants need to pay special attention to what is worn.

1. Proper shoes – for maneuvering around floor equipment and the process of going up and down steps multiple times a day.
2. Perfumes – many students have allergies.
3. Jewelry – students may pull on hanging jewelry and rings can scratch.

During an election season and while on school time, district employees may not wear any clothing, badges, buttons, or symbols that advocate any candidate.

Anyone who has a question about the appropriateness of an item must discuss the specific item with a manager or director before wearing it.

A.26. Identification Badges
Staff badges must be worn and visible always while on district property and while on the clock. If the name badge is lost, you must order a replacement at employee expense of $5.00. A damaged badge will be free of charge if the damaged badge brought back to HR.

A.27. SMART Badges
SMART badges must be visible and attached to your GPISD-issued identification badge. If your badge is lost, you must order a replacement through the Transportation Human Resources office at an employee expense of $5.00. A damaged badge will be free of charge if it returned to HR.
A.28. Prohibited Language/Gestures/Materials
To avoid any disruption of a harmonious working environment, no employee shall, at any time, for any reason, use obscene, vulgar, profane or suggestive language or gestures of any kind or possess printed or written materials of obscene, vulgar, profane or suggestive nature while on duty or school property. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination.

A.29. Conduct
Each employee is responsible for developing good will toward the district through a courteous, cheerful, and helpful attitude. The employee is also to carry out his or her work in a cooperative, safe and professional manner. Proper care of facilities and equipment, being vast investments in the public-school program by the public, are the responsibility of all school employees.

Employees shall demonstrate a cheerful attitude and cooperative working relationship while on duty. Gossiping, using vulgar language, profanity, and the spreading of rumors are prohibited. Any violent behavior is strictly prohibited.

All employees shall control their temper and display self-discipline while on duty. Being disrespectful to either office staff or administration will not be tolerated.

A.30. Electronic Media
An employee shall be held to the same professional standards in his or her public use of electronic media as for any other public conduct. If an employee’s use of electronic media violates state or federal law or District policy or interferes with the employee’s ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment.

If any employee wishes to use a social network site or similar media for personal purposes, the employee is responsible for maintaining privacy settings appropriate to the content.

For further information, including the District’s definition of electronic media, refer to GPISD Board Policy DH (Local) and the GPISD Employee Handbook.

A.31. CDL Medical Certification Requirements
In accordance with 49 CFR 383.71, all commercial drivers are required to comply with the CDL medical certification requirement. This requires all CDL holders to self-certify to a single commercial operation status to obtain or maintain their CDL status.

As of January 1, 2016, any driver who is downgraded from a CDL to a Class C driver’s license due to failure to present a medical examiners certificate to DPS will be required to complete all written tests and skills test to reinstate the CDL license. It is the responsibility of the employee to ensure they remain in compliance with all State and Federal laws and regulations.
Failure to maintain the proper driver’s license to operate a commercial vehicle (school bus) will result in the employee being out of compliance with the Working Agreement, thus resulting in disciplinary action up to and including demotion or termination of employment.

Any employees who have questions regarding the CDL medical certification requirements may contact the Safety and Training Coordinator and/or Transportation Human Resources.

A.32. Employee Physicals
All employees required to operate a school bus will be required to have a TXDOT physical examination every year.

Positions required to have a yearly physical include, but is not limited to: school bus drivers, auto-diesel technicians, mechanic helpers, servicemen, office personnel who are required to hold a CDL, and attendants whose assignment is a non-CDL driver.

Due to federal medical registry requirements, physicals must be conducted at locations approved by the TXDOT.

A.33. Personal Electronic Devices
A school bus driver’s primary responsibility is the safety of passengers and the safety of the public always. Therefore, a driver (school bus or non-CDL driver) shall not use a cell phone, wireless electronic device, or any headset, earpiece, earphones or other personal electronic equipment that distract a driver from his/her responsibilities, whether handheld or not, while the vehicle is in motion and not appropriately parked or secured. Once the vehicle is safely parked, a school bus/non-CDL operator may use an electronic device for school business related emergencies, to assist special needs students, for appropriate assistance for field trips or for other business-related issues. A driver may use an electronic device for personal use once a vehicle is safely parked, appropriately secured and all passengers are safely off and at a safe distance from the vehicle.

Attendants may only use an electronic device for school business related emergencies, to assist special needs students, for appropriate assistance for field trips or for other school business related issues. An attendant may use an electronic device for personal use once a school bus is safely parked, appropriately secured and there are no passengers on board. Depending on the severity of the offense (i.e., accident involvement, citation issued, student injury, etc.), failure to comply with this policy will result in disciplinary action up to and including termination of employment.

Headphones and Bluetooth devices are not to be used while on duty. Drivers/Attendants must ensure they are aware, focused, and attentive to safely perform the essential functions of their job.
A.34. Unity
Transportation staff members are expected to portray a positive view of the department, the campuses and GPISD. If a staff member has a specific concern, the concern should be reported to a manager. Even though honesty is important, it is NOT proper to state negative feelings, beliefs, or biases.

Section B. Service Date and Incentives

B.01. District Service Date
The District Service Date begins on the date the employee is hired. This date determines years of service to the school district (district service pin).

1. If an employee works at least ninety (90) days per school year as an eligible employee, one year is accumulated for district service date purposes.
2. Eligible re-hired employees receive full credit for previous eligible years of accumulated service.

B.02. Perfect Attendance Recognition
Jury Duty, a subpoena as a non-party of interest, School Business and approved FMLA days are the only absences that do not disqualify the employee for perfect attendance recognition.

Who is eligible: Route Drivers with CDL

Incentive Time Periods (3):
1) 08/20/2018 – 11/08/2018
2) 11/12/2018 – 03/01/2019
3) 03/04/2019 – 05/23/2019

Incentive Amount: $150.00 – per each incentive period

Requirements: Full-time active bus (route) driver with a CDL
Must not have missed more than 1 day within time period
Must be active employee for entire time period (late hires will be eligible next time period)

(Note: Approved FMLA, Jury Duty and School Business leave days will not be counted as an absence for incentive purposes)

Incentive Payment: A separate incentive check will be issued and hand-delivered at the end of your route on the following days:

Friday, 11/16/2018 (last day before Thanksgiving Break)
Thursday, 03/07/2019 (last day before Spring Break)
Thursday, 05/23/2019 (last day of school)
(Note: You must be present on the above dates to receive the incentive check)
**B.03. Evaluations**

Written employee evaluations are required annually; however, periodic observations and evaluations are made as frequently as deemed appropriate by the employee’s immediate supervisor.

Evaluations are intended to provide the employee and supervisor a mutual understanding of job requirements and performance, which can and should be improved. The evaluations will focus on job performance and safety as well as other appropriate facts. This evaluation shall be discussed in detail with the employee by his/her immediate supervisor. The employee shall have the opportunity to make any comments he/she wishes in writing on the evaluation form.

**The following scale will be applied when evaluating an employee’s attendance:**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Office Staff</th>
<th>Number of Absences (234-260 days)</th>
<th>Number of Absences (187 days or less)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clearly Outstanding</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Exceeds Expectations</strong></td>
<td>&gt;0 ≤ 3</td>
<td>&gt;0 ≤ 3</td>
<td></td>
</tr>
<tr>
<td><strong>Meets Expectations</strong></td>
<td>&gt;4 ≤ 6</td>
<td>&gt;4 ≤ 6</td>
<td></td>
</tr>
<tr>
<td><strong>Below Expectations</strong></td>
<td>&gt;7 ≤ 10</td>
<td>&gt;7 ≤ 10</td>
<td></td>
</tr>
<tr>
<td><strong>Unsatisfactory</strong></td>
<td>&gt;11</td>
<td>&gt;11</td>
<td></td>
</tr>
</tbody>
</table>

Absences for jury duty, bereavement, religious holidays, military service, approved Family Medical Leave (FML) and those absences in response to a lawfully issued subpoena to a non-party of interest, are not counted in the total used for the performance evaluation rating. Time off for religious holidays shall be reasonably accommodated so long as the time off does not cause undue hardship on the conduct of district business. Employees may request to use an available paid discretionary state personal leave day or take an unpaid leave day for religious holiday observation. Approved day(s) for religious holiday observation will not be counted in the total days used for the performance evaluation. Those worker’s
compensation and temporary disability absences exceeding the FML days will be included in the number of absences for the evaluation rating.

Signing of the evaluation form does not indicate that the employee agrees with the evaluation, but it ensures that each employee has seen his/her evaluation and has had an opportunity to comment in writing. Employees will receive copies of their evaluation forms following their evaluation conferences.

The original copy of the evaluation form will be kept in the employee's personnel file, which is in the Employee’s Manager’s Office. The evaluation period for hourly personnel shall be from Aug 8th- May 31.

Section C. Site Policies, Procedures and Guidelines

C.01 Tobacco Products
An employee shall not smoke or use tobacco products or e-cigarettes on District property, in District vehicles, or at school related activities. Smoking in sight of students is prohibited.

Tobacco use (Refer to Policies DH, GKA, FNCD) Smoking or using tobacco products is prohibited on all district-owned property and at school-related or school-sanctioned activities, on or off campus. This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings. Warnings or suspensions may be given to employees who engage in misconduct.

C.02. Identification Badges
Transportation employees must properly wear identification badges and conduct themselves in an appropriate, professional manner in all District facilities.

C.03. Mailboxes
Drivers/attendants are required to check their mailboxes before and after every route.

C.04. Key Room
Drivers are to pick up their own keys from the key room 10 minutes prior to route departure. If returning after the building is closed, the key should be returned to the Key room drop box. Attendants and children are not permitted to pick up or drop off keys. A spare key in the possession of the driver is prohibited.

C.05. Personal Vehicle Parking
All personal vehicles are to be parked only in designated parking spaces in the areas determined for parking at the Transportation Department.
C.06. Center Bulletin Board
Center Employee’s bulletin board may be used for Ads for personal “for sale” items, Thank You notes and messages. The item needs to show the date of posting, director’s initials (approval purposes), and will remain on the bulletin board no longer than 30 days.

C.07. Fundraising on District Premises
Any fundraising on premises must have prior approval from the director.

C.08. Employee’s Student Transportation
Employees are allowed to bring their own school aged children, currently enrolled as a student in Grand Prairie ISD, to the Transportation Department in order for their child(ren) to have transportation to a GPISD campus. To be eligible for this benefit the employee must be the child(ren)’s parent (have legal custody), or legal guardian.

Any employee who is granted authorization to use this benefit must abide by the following conditions:

1. Employee must request this benefit from their Manager by filing out and signing the Employee’s Children Ride Along Authorization form and receive approval from the Transportation Director prior to their child(ren) being transported by the Transportation Department to their assigned campus.
2. This benefit is offered on a space available basis only.
3. Your student must sit in the first seat behind the driver.
4. Your student must follow all bus rules and regulations the same as regular eligible riders.
5. Your student is not allowed in the parking lot, mechanic’s bay, fuel islands, bus yard or any area that District Transportation is parked or moving.
6. I understand that I will assume all responsibility of risk and liability resulting from transporting my personal student.
7. Employees’ children will wait on the landing on the west side of the building, outside of the Dispatch office, and board the bus as it stops by the office.
8. If a rule is compromised or broken in any way, one warning will be given. The second offense will result in loss of the privilege for your child to ride the bus for an extended time period which could possibly include the school year. (Determination will be made by the Transportation Director.)

C.09. Firearms Prohibited
Firearms are prohibited on all property of the Grand Prairie Independent School District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Pursuant to the provisions of Texas Penal Code 46.03, an employee commits an offense if, with a firearm, illegal knife, club or prohibited weapon listed in Section 46.05(a), intentionally, knowingly, or recklessly goes on the physical premises of a school or educational institution. This prohibition extends to all school activities on or off campus and while riding any school transportation.
Additionally, pursuant to Texas Penal Code 46.035(b)(2), employees who are licensed handgun holders are prohibited from carrying a handgun, regardless of whether the handgun is concealed on or about the license holder’s person, while on the premises or grounds where a high school, collegiate or professional sporting event or interscholastic event is taking place, unless the license holder is a participant in the event and a handgun is used in the event.

**Section D. Routes: Procedures and Processes**

**D.01. Assignment Procedures**

A driver or attendant who has missed 6 days or less and has no safety violations over that school year will be eligible to keep their route and bus. If they choose NOT to keep their route they will go through the bidding process based on attendance, safety and seniority.

Open routes will be posted for 72 hours. The following criteria will be used when it comes to selecting the driver for that route;

1. Attendance
2. Safety
3. Violations
4. Seniority

**A. Route Selection Process (2018 - 2019)**

1. Each driver and attendant will be notified of the day and time to come in to select a route. The day and time will be in order of attendance, safety and seniority.
2. The routes will be on display in the Transportation Training Room. Each route will include the route description and the approximate time it will take to complete the route.
3. Managers may aid drivers if they are interested in an area.
4. Drivers are encouraged to refrain from selecting a route that services their neighborhood. If conflicts arise, drivers may be reassigned.
5. When the selection is made, the driver will be given a copy of the route to drive and check stops.
6. Based on the needs of the District, drivers who select single or double tiers must understand these routes are subject to have added runs during the course of the school year.
7. Based upon the needs of the department, employees with single or double tier assignments or who have waiting time between runs are required to assist in covering additional runs, as assigned by the dispatcher.
8. Drivers/Attendants will be allowed to select one (1) type of optional run to increase their standard day; a mid-day run or equivalent.
   A. Regular Routes that become available after route selection process has taken place will be assigned to new drivers. Special Education that become available after initial route selection may be posted and filled by an interview process.
   B. Special Transportation optional summer routes will be offered first in attendance, safety and seniority in that order to Special Transportation drivers and attendants. Any remaining unfilled routes will then be offered to Regular Transportation drivers, in seniority order, who have attended Special Transportation training.
   C. Regular Transportation optional summer routes will be offered in attendance, safety and seniority order to Regular Transportation drivers.
   D. Reserve drivers will be offered an opportunity to substitute drive during summer route times, based on Reserve attendance, safety and seniority.
   E. The Transportation Department reserves the right to review daily time worked and may remove optional routes if time exceeds the maximum allowable as determined by the department.

Drivers and attendants may select routes resulting in total daily time not to exceed 7 hours 45 minutes per day (38 hours 45 minutes per 5-day work week). If the total daily time grows during the year beyond 8 hours daily average, then optional component(s) must be removed to bring the daily average to acceptable levels. Achieving full-time status in a school year does not ensure or guarantee that status in any later year.

If a driver/attendant who has achieved full-time status elects voluntarily to give up an optional assignment (i.e. pre-kindergarten route, shuttle, noon run) or the optional assignment is removed for disciplinary reason(s) and the resulting average daily hours are below 5 hours per day, that employee would revert to part-time status.

During the school year, if a driver/attendant has selected route assignments that result in full-time status and the composition of the assignment changes (beyond the employee’s control) so that the resulting average daily time is below 5 hours per day, the following will apply:

   a. Pay will be based on actual time worked;
   b. The employee benefits will remain at full-time status unless or until another assignment is offered that would result in a daily average of at least 7 hours and that assignment is refused.

The supervisory staff has the responsibility to create, modify, combine or dissolve bus runs based on student need and efficiency to the school district.
Any time more than one employee is affected in a bus route, the selection process for changed routes are made based on driver attendance. For instance, when two pre-k runs are combined, resulting in the elimination of one run, the driver with the best attendance (of the original two runs) will have the option to accept the active route or to be placed on the waiting list for a replacement route.

Any employee who loses a route due to a supervisory decision, based on efficiency to the district, will be eligible for reassignment of a ‘like’ route.

**D.02. Guidelines**
The AM/PM route (including attached mid-days and tutorials) is the driver/attendant primary responsibility. All other work opportunities (mid-days, field trips, CTE and tutorials) are optional.

**D.03. Route Time Schedule**
1. Drivers must abide by the route time schedule reflected on the most current route sheet. It is the driver’s responsibility to communicate to your Supervisor if corrections need to be made to ensure necessary arrival, delivery and departure times are being met to maintain route efficiencies.
2. Accurate departure times on route sheets (both initial and subsequent from campuses) are critical to our ability to provide quality service. Drivers should not vary more than five (5) minutes from the established schedule under normal circumstances.
3. Do not be early on a route. If you anticipate arriving at a stop more than 5 minutes before your scheduled arrival time, find a safe place to pull over and wait until you are within acceptable arrival times.

**D.04. Bus Stops**
Bus stops are established by the Transportation Department. Students shall be picked up and dropped off only at their authorized stops. Stopping at unauthorized locations will result in disciplinary action. An increase in the number of stops increases the chance of a hazardous situation.

**D.05. Observant at Bus Stop Locations**
In the interest of optimum safety for students, it is the driver’s/attendant’s responsibility to be extremely observant of the surroundings, especially at PM drop-off times. If something seems “out of the ordinary” or the child appears hesitant that gives you concern for the well-being of students and you are unable to confirm their safety, radio the center for assistance or approval to return student to campus. Out of the ordinary situations may include scenarios such as a parent who is normally at the stop to receive a child and is not at the stop or a student’s safety is endangered, as in a possible fight or threat of violence.
D.06. Approved Route Course
Do not change the approved course of any route (AM, PM, Shuttle, Mid-day, CTE, Late Run, etc.) without prior approval from a supervisor. In the case of emergency or road conditions, dispatch must be notified of the route deviation.

D.07. Layover Location
Any wait time between runs must only be taken at a campus or transportation department. No wait time is allowed at any other location except with prior approval from your manager or dispatch.

D.08. Private Property
Do not drive a bus onto or park in front of private property without prior approval. Approval is necessary for the bus to enter the driveway or parking lot of a daycare facility. If the route description does not specify permission to access a daycare driveway, apartment complex or parking lot, seek approval from a manager or dispatch prior to driving onto property.

D.09. Student Management Guidelines
1. Students must still be properly seated always while the bus is in motion. Never allow students/passengers to stand or sit on the floor or stairwell.
2. Drivers/attendants shall not receive or agree to hold personal items for students.
3. Distributing or soliciting any unauthorized materials to students is prohibited (i.e., religious, promotional, business or campaign materials).
4. Drivers/attendants will keep proper conversations while speaking with students always.
5. Drivers/attendants may not provide unauthorized food or drink to students on the bus.

D.10. Assigned Seats
Drivers will assign seats on all bus runs. At higher-grade levels, it might be preferable to allow students initially to choose assigned seats. Drivers should ensure that students sit in their assigned seats. An accurate and up-to-date seating chart must be maintained, with a copy to be kept on the bus, and with your manager. As changes occur make sure all the copies reflect those changes.

D.11. Buses Leaving the Yard
At the first-tier level, all buses are to leave the yard, travel, and park in the prescribed order prior to school dismissal time. Also, prior to dismissal, at all levels, drivers shall be aboard the bus to assist in the loading process.

D.12. Students Left Unattended
At no time shall students, including the driver’s own children be left on the bus unattended without authorized supervision. However, for safety reasons while conducting pre-trip and post trip inspections, children must remain on the bus seated away from the driver compartment.
D.13. Students on Assigned Bus

1. It is a violation of guidelines to permit a student to get off a bus and ride with another person/student unless he/she has in his/her possession an approved pass, signed by the principal or the principal’s designee, which can allow an exception. Once a student boards the bus, it becomes the driver’s responsibility to deliver the student to the school and/or designated stop.

2. A student must ride their assigned bus unless the student has an emergency pass from a principal or the principal’s designee. The student with the emergency pass to ride an unassigned bus shall not have seating privileges over regular passengers.

D.14. Loading and Unloading Procedures

1. Secure your bus by placing transmission in neutral and setting the park brake.

2. Student in ALL grade levels must wait for your signal to cross and do so in front of the bus.

3. Use mirrors frequently to check for traffic.

4. Make certain students are seated before closing door, and or moving the bus.

5. Never drive with your door open.

Loading Procedures

1. Activate amber loading lights 200-500 feet in advance of stop

2. Mirror scan 1-6 checking traffic response

3. Turn right signal on.

4. Stop 10 feet back from student’s loading area – (place gear shift in "N" and set brake)

5. Open door immediately

6. Begin loading from right curb - look for students on the left

7. Make sure all traffic is stopped

8. Check mirrors (mirror scan 1-6)

9. Motion students to cross (watching traffic and students)

10. Greet each student as they board while ensuring they are “swiping” in with their S.M.A.R.T student ID.

11. Mirror scan, over shoulders and overhead mirror (make sure ALL students are seated)

12. Close door when ready to drive (disengage brake - put in gear)

13. Turn left signal on.

14. Mirror scan 1-6, overhead mirror, blind spots and pull away

Unloading Procedures

1. Activate amber loading lights 200-500 feet in advance of stop

2. Turn right signal on

3. Begin to slow to mph

4. Stop 10 feet back from point where students will cross (stay centered in your lane and do not enter or block intersection)
5. Place gear shift in "N" and set brake. Ensure all students remain seated. Open door to activate red loading lights. Allow students to exit, engaging them as they leave while also ensuring they are "swiping" out with their S.M.A.R.T. student ID.

6. Advise students to wait for your signal to cross.

7. Make sure all traffic is stopped.

8. Mirror scan 1-6, release students, count students and cross students as a group.

9. Mirror scan 1-6 (that all traffic is still stopped)

10. Motion students to cross (watch until all students have cleared the street)

11. Pull door clear of mirror (if bus is not equipped with power door)

12. Mirror scan 1-6 and over shoulders (confirm students clear of bus and pavement)

13. Close door when ready to drive -- (disengage brake - put in gear)

14. Turn left signal on

15. Mirror scan 1-6, overhead mirror, blind spots and pull away.

School Loading Zones (loading/unloading)

1. BUS LINE-UP MAP - Check the Bus Line-Up Map A.M. and P.M. for each school you are driving. The instructions may vary from school to school. If unclear ask the Dispatch and/or Manager.

2. WHEN LOADING OR UNLOADING IN THE SCHOOL LOADING ZONE THE ENGINE MUST BE OFF AND THE PARKING BRAKE SET.

3. As students are loading/unloading, greet each student while ensuring they are "swiping" in/out with their S.M.A.R.T. student ID.

4. NEVER MOVE YOUR BUS WITH ANYONE AROUND IT THIS IS THE "DANGER ZONE"

Unloading at the high school and middle schools

Check the Bus Line-up to determine:

a. Which lane you may remain in
b. Where to pull over
c. Where to go around and wait for your leaving time.

AFTER UNLOADING ALWAYS CHECK YOUR BUS FOR STUDENTS, POSSESSIONS AND DAMAGE

Before moving the bus -- You must make sure:

a. NO ONE is around the bus.
b. The buses immediately around you have their doors closed.

DO NOT HOLD UP BUSES, CLOSE YOUR DOOR AS SOON AS POSSIBLE NEVER BACK UP WITHOUT NOTIFYING DISPATCH

If you have student management problems, move the bus out of the loading area and go back around bus ramp if necessary. DO NOT pass buses that are unloading.
Unloading at the elementary schools
Always use the emergency evacuation method

1. The driver will get out of the seat and back down the aisle.
2. The students will exit one seat at a time, door side first and then left side and so on down the aisle to the back.
3. As the driver lets each seat exit, the driver will check for students and possessions.
4. When the last seat is vacated, the driver will follow the last student to the front of the bus checking for damage.
5. When the last student is off the bus, CLOSE YOUR DOOR, this signals others you are unloaded.

Before moving the bus -- You must make sure:
   a. NO ONE is around the bus.
   b. The buses immediately around you have their doors closed.

DO NOT HOLD UP BUSES, CLOSE YOUR DOOR AS SOON AS POSSIBLE
NEVER BACK UP WITHOUT NOTIFYING DISPATCH

If you have student management problems, move the bus out of the loading area and go back around bus ramp if necessary. DO NOT pass buses that are unloading

NEVER BACK-UP ON SCHOOL PROPERTY UNLESS THERE IS NO OTHER OPTION. ALWAYS USE ASSISTANCE IF NECESSARY. If no assistance is available, get off bus and check clearances.

Post Unloading Procedure
If possible, find a safe place in the neighborhood to check for students, possessions and damage before getting to the next school or center.

Once you arrive at the school check again before loading the next group of students, even if they are waiting for you, do not open the door until you have completed the check.

D.15. Pre-K Route Guidelines
Pre-K students are considered regular education students. No ‘door to door’ or special stops are made for regular education students; therefore, the mid-day pre-k bus stops should be consistent with the AM/PM bus stops provided for regular education elementary students.

No Pre-K student will be dropped off at a bus stop unless there is a responsible caretaker there to receive the student.

Driver must call Pre-K student by name upon arrival at the drop off location. Pre-K drivers are required to verify the child’s caretaker prior to being released from the bus. The caretaker will be asked to step up to the door of the bus to receive the child.
In the event the student’s parent or responsible caretaker is not waiting at the bus stop for the child during the take home trip, the bus driver will return the child to school and the parent will be called to pick up the child. Any deviation in the recipient (parent/guardian/caretaker) of the student must be approved at the campus level. If there is any doubt regarding the person waiting to receive the student, notify the transportation dispatcher and return the student to school.

During the PM take home trip, a responsible caretaker is required to receive the student however; if something seems “out of the ordinary” or the child is hesitant that gives you concern for the well-being of students and you are unable to confirm their safety, radio dispatch for assistance or approval to return student to campus. Out of the ordinary situations may include scenarios such as a parent who is normally at the stop to receive a child and is not at the stop or a student’s safety is endangered, as in a possible fight or threat of violence.

**D.16. CTE Guidelines**

1. CTE runs are optional runs and may cancel at any time based on student need.
2. Do not change the approved course without prior approval from the CTE Programs Coordinator.
3. Drivers losing a CTE run prior to the anticipated duration of the CTE will or be placed on a replacement list in the order of the loss of their shuttle.
4. Drivers are not allowed to miss their CTE runs to drive a field trip.
5. Request for any changes (i.e. leave time, p/u location, and drop off location) must be made through the CTE Coordinator. This information will be indicated on the CTE Information Sheet provided to the dispatchers, drivers, school personnel and others as necessary.
6. Drivers will maintain a current and accurate seating chart for each CTE by number, on the bus and on file with the CTE Coordinator.
   a. If a student is an occasional rider (or rides on specific days), driver must note this on the Seating Chart on file with the CTE Coordinator.
   b. If only one student rides the CTE driver must notify the CTE Coordinator on the third consecutive day the student has not ridden the bus as this failure to access the bus may be reason to terminate CTE service.
   c. Drivers must report the name of the students no longer riding the bus after five consecutive days. Drivers must contact the CTE Coordinator.
   d. The time indicated on the information sheet for CTE runs indicates the leave time. All students should be on board the bus for on-time departure. Driver should wait three (5) minutes if not all students are accounted for. If students are unable to meet the leave time the driver must notify the CTE Coordinator to discuss possible changes.
   e. The students listed on the CTE seating chart will include the students name, destination and grade.
   f. Driver must maintain a current and accurate student count calendar. The calendar will be given to your CTE Coordinator at the end of each day.
7. Driver must maintain accurate information with the CTE Coordinator.
8. Driver must notify the CTE Coordinator, when a new student begins riding and what class they are taking. All paperwork must be updated to reflect the same.

9. Driver must confirm transportation for any student not on route sheet that is requesting transportation on a CTE bus. Eligibility is specific and must be authorized.

D.17. Teen Parent Route Guidelines
1. Driver must maintain current route and seating chart on the bus.
2. Driver is responsible to notify Shop, for the installation and removal of the rear facing car seats.
   a. For INSTALLATION: Teen Parent driver will contact Shop for an appointment with a car-seat technician.
   b. For REMOVAL: Teen Parent driver will contact Shop to schedule the return time for car-seats no longer needed;
3. Driver must have confirmation of child’s weight from Teen Parent Facilitator prior to moving a child from the rear facing car seat to an integrated car seat.
4. It is the driver’s responsibility to communicate to your Supervisor if corrections need to be made to ensure necessary arrival, delivery and departure times are being met to maintain route efficiencies.
5. Teen Parent Driver CPR certification must be on file with the Transportation Human Resources office. A copy of the front and the back of the card should be forwarded to the Transportation Human Resource Office and to the assigned manager.
6. The teen parent is eligible to ride the teen parent bus when the baby is out ill. However, the teen parent is not eligible to ride the teen parent bus when the baby is on extended leave or withdrawn from the program. The driver must communicate either situation to the Teen Parent Facilitator to determine eligibility.
7. Only one parent is authorized to ride the teen parent bus at a time (i.e. the mother may ride in the morning and the father may ride in the afternoon).
8. Driver must maintain log regarding attendance issues and concerns (absences or tardiness for individual teen parents). If issues persist, contact the Teen Parent Facilitator with specific information.
9. The driver is to encourage teen parents to board the bus as specified on the route sheet and must wait for the teen parent three (3) minutes before proceeding on route.
10. The driver must notify the Teen Parent Facilitator upon the 3rd consecutive day a teen parent has been absent from the bus route.
11. If a teen parent run is temporarily dissolved the driver will be required to drive other routes as necessary.
12. When route time permits, all teen parent drivers are required to sub as requested by dispatcher.
13. Unless otherwise instructed and/or authorized by the director of the child/day care facility, or Coordinator for Special Programs, the driver must avoid entering the child/day care facility.
14. The teen parent route bus is only necessary for the teen parent portion of the route.
**D.18. Tutorial and Late Run Guidelines**

1. Tutorial runs are requested periodically by campuses.
   a. Requested tutorial runs will be offered first to drivers that regularly drive at the tutorial campus;
   b. Drivers assigned to tutorials must commit to driving the entire program and there must not be a conflict with field trip commitments.
   c. Drivers that have a Tutorial Route, cannot pick a Field Trip on the day of the Tutorial.
   d. If a driver misses more than four (4) tutorial runs in a school year, this may result in disciplinary action up to and including the driver’s removal from the entire route assignment.

2. Late runs are pre-assigned and part of the PM run.
   a. Late runs are pre-assigned to selected PM runs that can drive on time to the late run campus;
   b. Whenever possible, late runs are assigned to routes that include the late run campus in their regular route combination;
   c. If a driver misses more than four (4) late runs in a school year, this may result in disciplinary action up to and including the driver’s removal from the entire route assignment.

**D.19. Reports**

1. State Route/Student Count Report
   a. Student rosters used to take rolls on the buses are required by the Texas Education Agency (TEA). The driver is responsible for maintaining a student roster. The Route Coordinator will provide an initial roster. Students will be listed in alphabetical.
   b. Drivers are responsible for taking an accurate roll of all riders on designated count days utilizing the state count roster. The rosters will be maintained at the designated router’s desk and will be handed out on state count days.
   c. Drivers are to add any students not listed on the state count roster. If a student is present in the AM, check the AM column. If a student is present in the PM, check the PM column.

2. Stop Sheets
   a. Each driver shall provide on an as needed basis an accurate stop sheet to the supervisor. Stop sheet numbers shall reflect all students, by stops, who regularly ride the bus.

3. Actual Student Daily Count
   a. Actual student daily counts will be conducted as needed. Completed counts shall be submitted to the appropriate Route Coordinator. Actual daily count numbers shall reflect an accurate count of actual riders present at the time of the count.
4. Seating Charts
   a. An accurate and up-to-date seating chart shall be maintained with a copy to be kept on the bus, in a red folder and a copy on file by the Route Coordinator. The driver should make corrections to all copies as changes occur. Students shall be required to sit in their assigned seats. Student lists will be provided with the route to be kept on the bus for reference or in the event of an accident.

Section E. Student Management

E.01. Student Management
The goal of a school bus driver is to assist in the education process by transporting children between their campus and their homes. Safety is a necessary element in meeting this goal for every bus driver. One of the most challenging impediments to safety is student management. The conduct of the students assigned to your route, whether the students are on the bus or at the bus stop, is the driver’s responsibility. Conditions on the bus should allow the driver to concentrate on the safety of the trip. The driver must address any student conduct that diverts attention from the safe operation of the bus and find a way to gain the cooperation of all students on the bus. This is not an easy task but can be accomplished with consistent application of positive student management.

E.02. A Positive Approach
Studies have shown that there is a correlation between appropriate student behavior on a bus and safety. Proper student management will lead to a safer bus. It has been shown that a more positive approach to student management leads to better results than yelling and threats. A consistent, fair and positive approach daily can lead to a safe bus environment.

Rules: Students need to know what is expected of them. Each bus has a standard set of rules posted. Please make sure that students are aware of all rules. Spend the first few weeks of school going over the rules on a regular basis. Read the rules to them and give time for questions. When the bus needs a refresher later in the semester, the rules can be reviewed. Enforce the rules consistently. Rules are to be enforced in the same fashion day after day and apply equally to all students. Consistent enforcement of the rules will create a feeling of fairness and equality among the students. Clear expectations should be established at the beginning of the school year and remain consistent throughout.

Interactions: Get to know the students. Learn the names of the students. Call students by name when speaking to or greeting them. Knowing their name, they will feel like the driver is aware of them and they will realize that it may not be easy to act up and get away with it. Greet the students in a sincere fashion when they board and exit the bus. Let them know that you care. Learn some of the activities in which the students are involved. Take the opportunity to congratulate them on their accomplishments in the classroom. Be courteous with the students and re-direct inappropriate conversations. Get into
the habit of using “please” and “thank you” with students. Establishing a positive and friendly environment will help students feel good about themselves, therefore minimizing discipline problems. When a student has had a problem, re-establish a positive relationship with them as soon as possible.

**Routines:** Many discipline problems start during the loading and unloading process. A good way to obtain consistent good behavior from students is to establish routines during loading and unloading. Train students to line up when they see the bus approach their stop. Have them wait for a signal to enter the bus in a single file line instead of scrambling aboard as soon as the door opens. Have them wait to unload, row by row, at the school until dismissed instead of them standing before the bus stops and moving forward in an unorganized fashion as soon as the door opens. While it may take time to train the students in these processes, once the behavior becomes routine, the students should follow procedures with little thought or problem.

**Clean Bus:** A clean bus has been shown to have a positive effect on student behavior. A clean bus encourages students to keep the bus clean while a dirty bus will encourage students to litter, write on seats and do other damage to the bus. A clean bus gives the students a message that the driver cares about them and the job. If you are having trouble with student management, review the condition of your bus, and the message you may be sending if you fail to keep the bus clean. Remember, cleaning the bus daily is also a required part of your job, as you are responsible for taking care of your assigned bus.

**Positive Feedback:** A key element of good student management is positive feedback. Drivers should not pass up an opportunity to praise a student for responsible behavior or achievement. If a student has been reprimanded for not staying in his seat and then the student sat properly for the rest of the route, take the opportunity to thank the student for staying in his seat for the rest of the route when he gets off the bus. Tell children they look nice when they dress up, tell them they were missed when they return after an absence and thank them for improvements in their behavior. Be sure that the feedback is age appropriate and be careful not to embarrass or put the student on the spot.

**Addressing Problems:** Students will cause problems on the bus that must be addressed. Unless the problem is serious, the first step should not be a Safety Report. Following are some possible steps, in no particular order, which might be used to address problems that arise on the bus.

1. Give a positive directive such as, “Billy, please sit down in your seat.” Repeat in a calm, even manner as necessary. Utilize the P.A. system. Refrain from arguing with a student because this gives the child more power in the relationship than he should have.
2. Ask the student to state what inappropriate behavior they are doing and follow up by asking them what they should be doing instead.
3. Explain the safety reason behind the rule that is being broken. You can also ask the student why their actions are not safe.
4. Change a student’s seat assignment.
5. Request the student stay on the bus when unloading at the school so that you can speak with the student in private.
6. Praise other students for their appropriate behavior.

There are many creative ways to address situations on the bus that are not included in this list.

**Remember that the goal is not to punish a child or to have them removed from the bus, but to obtain the appropriate behavior.**

**E.03. DISCIPLINE Reports**

When addressed issues have not received the proper cooperation from the student or when a serious offense occurs, the driver may determine that a Transportation Bus Conduct Report is necessary.

Serious offenses include violent or inappropriate physical contact between students or other serious safety issues. If necessary, you may radio dispatch to have a campus administrator meet your bus upon your arrival at the campus. When it is appropriate to issue a Safety Report, notify the student of the intention to submit a report. Obtain forms from the supervisor and consult with the supervisor about the proper wording if necessary. Be as specific as possible when writing the report. Include all necessary information, attaching additional pages if needed. Sufficient information is necessary in determining corrective measures by campus staff. If submitting a Safety Report to address ongoing issues that the student has not corrected, include previous corrective measures taken and include specific dates behavior was addressed. Be accurate in relationship to words and student actions when writing the report. Remember to use Bus Conduct Reports as a last resort and that our goal is to encourage proper student behavior.

**E.04. Establishing Order in the Loading Zone and While Driving**

1. As students enter the bus, try to have eye contact and speak to each student.
2. During loading, direct students to badge onto the bus with their SMART badge.
3. Students are to sit back on back and bottom on bottom of seat, not sitting on feet or book bags or against window.
   a. Book bags, instruments and large objects in students lap or between feet on the floor. (Do not allow these to block the emergency exit windows or doors).
   b. No eating or drinking (other than water) on the bus. Drivers’ child(ren) are to abide by all rules
      and safety requirements as all students.
4. **Never** drive while students are standing.
5. Do not allow students off the bus once they have boarded without authorization from district official (get the person’s name that allows the student off the bus).
6. Do not allow students off the bus at any stop other than his/her assigned stop for any reason without written authorization from a school principal.
7. At no time shall students, including the driver’s own children be left on the bus unattended without authorized supervision. However, for safety reasons while conducting pre-trip and post trip inspections, children must remain on the bus seated away from the driver compartment.
8. Do not use cell phones, wireless electronic devices, or any headset, earpiece or earphones that distract a driver from their responsibilities while operating the bus or in the presence of students unless it is a school business emergency.

9. When unloading, use emergency evacuation procedure. Start with right side, alternating left and right as you are backing down the aisle checking for left articles, sleeping students or seat damage.

E.05. Successful Student Management Guidelines

1. The driver/attendant is to set a good example. Drivers who follow the rules and are professional have more credibility with their students.

2. Maintain poise at all times. Drivers are not to lose their temper even with their own children who may be riding with them or at the center. They are not to place themselves on the level of a child and argue with the child.

3. Learn all you can about your students, show an interest in your students, really care.

4. Be friendly, a smile goes a long way, it is contagious, zero in on any problem you notice.

5. Be positive and constructive, not repressive in dealing with children. Look for good qualities – all children have them.

6. Be prepared to drive every day. Get enough rest; leave emotions at home.

7. Be prepared for the unexpected, love, fights, paper fights, students standing up, and wild and possibly rude statements. Always remember, you are the adult.

8. Keep rules to a minimum.

9. Be fair, it isn’t punishment, but injustice that makes a child rebel against you. Be consistent in dealing with children. What is a rule today is a rule tomorrow?

10. DON’T give group punishment.

11. NEVER, say anything to a group of bus students you would not say to parents. Profanity is unacceptable.

12. NEVER, humiliate a student in front of his peers, good discipline prevails, also the GOLDEN RULE applies, “Do unto others as you would have them do unto you.”

13. DON’T BE A BUDDY, they have a peer group and you will never be a part of that group, don’t use their phrases.

14. Don’t be afraid to apologize, that leaves the door open to change your mind, admit your mistakes.

15. NEVER ARGUE with a student on the bus, in front of other students. Talk quietly.

16. Do not see and hear everything on the bus, language, comments not directed, RESPONSE could be, “I don’t believe I heard that,” this allows them growth space and boundaries are not so tight.

17. Be enthusiastic, it’s contagious, when the driver enjoys the job, students enjoy the ride.

18. DON’T BE A SCREAMER, it may get their attention, but it’s downhill after that. Use the P.A. system.

19. Don’t be afraid to use parents, our goal is to drive students safely, however make certain you go through your Supervisor.

20. Develop a good relationship with the administrators, share their expectations.

22. The response of a child is action. Give directives to stimulate action, not to check it. Say “do this” rather than “don’t do that.” Suggest an action which can be successfully obeyed. Example: “John, lower your voice please.”

23. Prioritize, sometimes it is better to overlook minor infractions while working with major problems.

NOTES TO DRIVER/ATTENDANT:

1. Never touch a child in anger. Physical contact with students to enforce compliance with directives or instruction is unacceptable. Any physical contact can be easily misinterpreted.

2. Never use erratic driving as a means of student management; i.e., abrupt braking, swerving, speeding, driving excessively slow, etc.

3. Never let your personal feelings or prejudices show with your students.

4. An appropriate sense of humor is very valuable.

5. Praise - we all need it.

NOTE: Never use windows, air conditioning or brakes as a means of disciplining students.

**E.06. Student to Student Sexual Harassment & Bullying**

Sexual harassment of any kind is illegal and is not tolerated by Grand Prairie Independent School District.

Student-to-student sexual harassment is an area where school district employees, bus drivers and attendants, have critical responsibilities that have not been clearly understood in the past. A 5-4 decision by the U.S. Supreme Court in 1999, determined that school districts may be held liable for the sexual harassment of one student by another increases the importance of bus drivers and attendants being prepared to recognize and act on such incidents.

Clearly if a bus driver or attendant observes student-to-student actions that constitute sexual harassment, or receive a complaint, and fail to respond and report to district officials, the employee’s actions or lack thereof could be viewed as being deliberately indifferent to known and pervasive harassment. Silence is permission. Students shall not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a district employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. FNCJ (Local). The bus driver and attendant are the adults in charge on the bus. Bus drivers and attendants must identify the situations in which they must act, what actions they must take, and what they need to report.
Harassment/Bullying

It is the policy of the District that all students be treated with dignity and respect and to maintain a safe learning environment.

Harassment is any activity that intimidates or threatens the student with ostracism, that subjects the student to mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student, including acts motivated by race, color, religion, national origin, or disability and directed toward another student. The term harassment includes unwelcome and offensive slurs (derogatory comments to another person) jokes, or other oral, written, graphic or physical conduct relating to an individual’s race, color, religion, national origin, or disability that creates an intimidating, hostile, or offensive educational environment.

Harassment or bullying of any type must never be tolerated on the bus. Once a driver/attendant is made aware of an incident, they must address it immediately by correcting the aggressor, not the victim and report it immediately to staff or campus personnel. Employees may be held personally liable for not addressing and reporting harassment or bullying issues.

E.07. Student Confidentiality Guidelines

Education records are defined in 34 CFR Part 99, Family Educational Rights and Privacy Act of 1974 (FERPA). These include records directly related to a student and cover any information that would make the student’s identity traceable. This includes the student’s name, parents name, student’s address, student’s disabilities and health condition. Disclosure of this information to school officials, including bus drivers and attendants, is made on a need-to-know basis.

All Transportation Department employees who have knowledge of confidential information related to students must not disclose the information to anyone not in a “need-to-know” position. Determination of need-to-know status within the department will be made by Transportation administrative staff.

Be aware that “informal” discussions with family, friends, neighbors, that reference a student’s disability, health condition, discipline or other protected information in such a manner that identifies the student constitutes a violation under FERPA.

At no time (except in the case of an emergency or “need-to-know”) may a school official or school bus team member identify or provide information about a student to any individual other than the parent or legal guardian. Information may be released to appropriate persons without parental consent in an emergency. This may be done if the knowledge of such information is necessary to protect the health and safety of the student or other persons.
Also, be aware that in addition to possible civil financial liabilities, if the federal government determines that an individual has improperly shared information he/she has been given by virtue of a legitimate need-to-know, the school district is not permitted to disclose FERPA regulated information to that individual for a least 5 years.

It has been determined that videotapes would probably be considered part of a student’s educational record; therefore, care must be taken to ensure that student rights to privacy under FERPA are not violated in relation to viewing of videotapes. Consequently, viewing of videotapes shall be limited to drivers/attendants directly involved, transportation supervisors, and school administrators. Viewing of tapes will be conducted in a location that allows viewing by appropriate personnel only.

E.08. AM/PM Bus Check Procedure

Assigned Driver
1. Radio Dispatch to notify when clear and returning to base.
2. Stop and secure bus in a safe and appropriate location to walk your bus.
3. Walk to the rear of bus carefully checking each seat for damage, objects and/or students.
4. Walking back to the front of the bus, carefully checking each seat for damage, objects and/or students. Pay close attention because small children can easily blend in.

Second Check (Attendant)
1. Walk to the rear of bus carefully checking each seat for damage, objects and/or students.
2. Walk back to the front of the bus, carefully checking each seat for damage, objects and/or students. Pay close attention because small children can easily blend in.
Section F. Vehicle Operation

F.01. Vehicle Use Guidelines

1. Grand Prairie Independent School District buses are to be operated only by authorized employees of GPISD.
2. The bus shall not be used to transport any person other than approved students, teachers, and staff or field trip chaperons of the Grand Prairie Independent School District at any time unless instructed by the Transportation Department.
3. District vehicles shall not be driven on personal errands or business as these vehicles are limited by law to serve the school children and school employees on school business.
4. The bus driver shall not stop at a store, doctor’s office, or any other place of business or irregular stop to discharge students without prior approval and permission granted through the Transportation Department.
5. The school bus driver is to be the only person operating bus equipment (i.e., students must not be allowed to operate the doors, sit in drivers’ seat, operate PA system, etc.).
6. In no event shall a bus be driven backwards on school grounds without another adult outside the bus to assist the driver.
7. State law states that NO riders can stand while the bus is in motion nor shall the bus proceed ahead when capacity exceeds the maximum allowable capacity.

F.02. Pre-Trip Bus Inspection

Pre-Trip Inspection will be handled in the following manner: Prior to driving any bus, a driver must perform a pre-trip inspection. Pre-Trip inspections are mandatory using the SMART tablet unless the tablet is inoperable, or the bus does not have SMART equipment installed. Blank forms will be kept on the bus in the event a paper copy needs to be completed.

a. If minor defect, it should be considered a “drive-up” repair.
b. If major defect, the information will be transmitted electronically to the Shop Foreman from the SMART tablet. Take your keys to the shop office and inform the shop personnel of the major defect that has been transmitted. At that time, a determination will be made if a sub bus is assigned. If a paper form is completed, turn the form along with your keys to the shop office. At that time, a determination will be made if a sub bus is assigned.
Pre-Trip Inspection Using the SMART Tablet

1. Log in to the SMART Tablet as usual.
2. Scan your SMART ID in the center of the tablet.
3. Select Bus (type in the bus number you will be driving).
4. Select the portion of the route you will be driving.
5. If a tier needs to be removed, tap the (x) to the right of the tier.
6. Make sure to reorder the routes if they are out of order. When the tiers are listed correct, press (CONFIRM) button.
7. Please confirm the bus number and routes are correct. If all is good tap the (CONFIRM) button.
8. Select the first category listed (Air Brakes) and review all components that must pass inspection in this category. If all are okay, select (CONFIRM) and move to the next category.
9. To open up the list of items tap (REPORT A DEFECT) button, and touch the yellow wrench button.
10. If there are no issues tap the (NEXT AREA) button.
11. Repeat this process for each of the 6 categories listed.
12. After going through all the zones, the Pre-Trip Inspection Confirmation page will display. If no other changes are required, tap the (SUBMIT) button.
13. Enter bus miles and fuel level, then (SUBMIT).

F.03. Post-Trip Bus Inspection
Drivers/Attendants must check the interior of the bus for sleeping children, seat damage or lost articles after EVERY RUN as soon as it is safely possible to do so before returning to the center.

If interior check is going to make you arrive late to your connecting school according to your route sheet, then delay the check until arrival at connecting school.

Post-Trip Inspection: Drivers/Attendants must check the interior and exterior of the bus upon the return to the center for children, left articles, vehicle/seat damage, camera malfunction or other non-working items that need reporting. All maintenance issues must be sent using the SMART tablet or the paper form if the tablet is inoperable or the bus does not have SMART equipment installed. The SMART tablet does not limit the number of inspections that can be completed each day.

While completing your post-trip inspection outside the bus, go to the rear and open the emergency door and look under seats for damage, objects and/or students.

F.04. Unattended Students
At no time shall students, including the driver’s own children be left on the bus unattended without authorized supervision. However, for safety reasons while conducting pre-trip and post trip inspections, children must remain on the bus seated away from the driver compartment. Drivers must make certain
their bus is secured by setting the park brake and/or the service brake is secured firmly while the bus is not moving. Students must not be on the bus while being fueled.

**F.05. Failure to Set Parking Brake**

Failure to set the park brake and/or service brake while loading or unloading students or equipment, parking or standing-including, but not limited to, fueling, parking in designated parking space or in shop area will result in the following minimum disciplinary action:

a. Written Warning.

b. Possible ineligibility for extra duty.

c. Will result in disciplinary action up to and including termination.

**F.06. Objects in Windows**

The driver’s line of vision through the front windshield, service door, side driver window, and rear windows must be kept clear of all objects. This includes, but is not limited to route folders, child check flags, decorations, cups, purses, window shade or tint, items hanging from or attached to rear view mirror, etc. Drivers may not write on the windshield of the bus.

**F.07. Band Instruments/Backpacks**

Band instruments, fundraisers, and backpacks can be a problem. Our practice is to transport them, if the student takes it to his/her seat. Every attempt needs to be made to place these items in a secure place (i.e. between feet). These items shall not block the aisle, service stairs, or emergency exit doors or emergency exit windows.

Any type of object carried onto the bus that the driver determines may be dangerous or cause student disruption may be refused. Inform the Shift Manager at the conclusion of the run if a problem occurs. Animals are not permitted without authorization from Transportation Manager. There should be no glass brought onto the bus.

**F.08. Bus Parking at Center**

Bus Parking – All buses have assigned parking spaces at the Transportation Department. The assignments are posted, and each driver/attendant will be provided a copy. Buses are to be parked in these assigned spaces. For safety and fueling efficiency, do not leave a bus unattended at the fuel pumps or park in any area other than those specifically designated for bus parking.

**F.09. Video/Audio Monitoring System**

Video cameras may be used to assist the department in monitoring and evaluating student behavior and driver/attendant performance; therefore, students and drivers are subject to being videotaped on a school bus at any time. Drivers/attendants are cautioned that the video/audio monitoring system does not lessen your responsibility in monitoring and managing student behavior. This capability provides a
tool in assisting you in meeting this responsibility. Tampering with the video system will result in
disciplinary action.

**F.10. Idling Procedure**
Drivers shall not idle parked buses. This includes school loading zones, Transportation Department, field
trips or while the bus is in a waiting period. The air conditioning and/or cooling fan shall not be turned
on while the bus is not running. The exception to this would be with students who have an IEP requiring
climate control. Buses may not be left unattended running.

**F.11. Music Radios on Vehicle**
Playing music radios at excessive volume is not permitted. Drivers should be able to hear the 2-way
radio transmissions, emergency sirens, whistles and bells at all time. Music radios must be tuned to
stations that play age appropriate, non-controversial music and conversation. If inappropriate lyrics or
language is broadcast, the station must be changed, or radio turned off. Drivers/Attendants are
accountable for what students are exposed to on the bus.

**F.12. Care of District Property and Equipment**
Proper and efficient care and use of district facilities, property, equipment, and employees’ time while
on duty, being vast investments in the Grand Prairie ISD public school program by the public, are the
responsibility of all employees. Reporting of inefficiencies or improper use is also the responsibility of all
employees.

Improper and inefficient care and use includes but is not limited to the following:

a. unnecessary idling buses;

b. leaving air-conditioning blowers on while engine is turned off;

c. leaving lights on while engine is turned off; and

d. failing to report vandalism and/or damage (to the interior or exterior of the bus) in a timely
   manner.

1. Cleaning the Bus – It shall be the driver’s/attendant’s responsibilities to keep the inside of the bus
   (including inside of windows) clean. Students may have allergic reactions to certain chemicals;
   therefore, only district approved products are to be used to clean the bus. Additionally, due to
   possible allergic and toxic reactions, we are required to maintain MSDS sheets for all chemicals and
   sprays used in the district. Employees are not to bring their own chemicals to clean their bus.

2. Use of a damp mop or rag is acceptable to clean the interior of the bus however; dumping, soaking
   or spraying by bucket or hose is prohibited.

3. Nothing shall be attached to the inside or outside of the bus without supervisor approval.

4. In the interest of safety, nothing shall be affixed to any part of the bus that would obstruct vision or
   be considered a distraction (i.e. pom-poms, signs, etc.).
5. Make every effort to encourage the students on the bus to keep the interior of the bus clean. No eating or drinking (except for water) is allowed on regularly scheduled routes. Drivers and attendants are not permitted to consume food or drink while the vehicle is in motion.

6. Bus Windows and Doors – The driver/attendant is responsible for leaving the bus windows up and the door closed in the morning if the weather indicates rain. All windows are to be up and doors closed after the P.M. route. If the bus is not parked under cover, close all windows and the door after each route.

7. It is the responsibility of the driver to ensure the bus they drive, whether spare or assigned bus has sufficient fuel (not less than ½ tank) before leaving the center.

8. Personal items of value shall not be left on the bus. Grand Prairie ISD will not be responsible.

F.13. Seat Belts
State law requires school bus drivers to wear their seat belt appropriately while operating a vehicle. Drivers may not place the seat belt strap behind their backs.

*Students must properly wear seat belts while being transported in any seat belt equipped vehicle that is owned, leased, or utilized by the district.*

F.14. Railroad Crossing Violations
A driver, who is required to stop at railroad crossings, will be disqualified from all extra duty opportunities for the following railroad-highway grade crossing violations:

a. Fail to stop before driving onto the crossing.
b. Fail to have sufficient space to drive completely through the crossing without stopping.
c. Fail to obey a traffic control device or the directions of enforcement official at the crossing.
d. Fail to negotiate a crossing because of insufficient undercarriage clearance.

State Law: A CDL licensed driver who is convicted of operating a vehicle in violation of a Federal, State, or local law or regulation pertaining to one of the above-mentioned offenses at a railroad-highway grade crossing must be disqualified for the period specified below:

**First violation** – A driver must be disqualified for not less than 60 days if the driver is convicted of a first violation of a railroad-highway grade crossing violation.

**Second violation** – A driver must be disqualified for not less than 120 days if, during any three-year period, the driver is convicted of a second railroad-highway grade crossing violation in separate incidents.
**Third or subsequent violation** - A driver must be disqualified for not less than one year if, during any three-year period, the driver is convicted of a third or subsequent railroad-highway grade crossing violation in separate incidents.

Special penalties pertaining to railroad-highway grade crossing violations – An employer who is convicted of the following violations must be subject to a civil penalty of not more than $10,000. No employer may knowingly allow, require, permit, or authorize a driver to operate a CMV in the United States:

a. During any period in which the driver has a CMV driver’s license suspended, revoked, or canceled by a State, has lost the right to operate a CMV in a State, or has been disqualified from operating a CMV.

b. During any period in which the driver has more than one CMV driver’s license.

c. During any period in which the driver, or the CMV he or she is driving or the motor carrier operation, is subject to an out of service order.

d. In violation of a Federal, State or Local law or regulations pertaining to railroad-highway grade crossing.

**Section G. Emergency Procedures**

**G.01. Streamline Communications**

When faced with an emergency, communication needs to be streamlined: clear and concise. Clear and concise communication comes from keeping a cool head.

Drivers (attendants) need to:

a. Remain calm under pressure and avoid unnecessary panic or confusion.

b. Evaluate the situation quickly and assists or requests the type of assistance needed.

c. Concentrate on essentials while speaking with dispatch/supervisor or emergency contact.

d. Identify yourself by vehicle number, route number, and the school you are transporting.

e. Specify the type of emergency and incident location.

f. Identify types of injuries that require immediate first aid or that is severe or life threatening.

g. Use code if necessary to identify the emergency.

h. Hang the two-way radio out the window if evacuating the vehicle.
**G.02. Accidents**

1. **Call 911**
2. **CARE** of the passengers is the driver’s first responsibility. Students should remain ON THE BUS, if possible. Should the decision to evacuate the bus be made, emergency procedures should be used.
3. **PROTECT** the scene of the accident. Set reflectors or whatever is necessary to warn drivers of the situation ahead. Radio base with pertinent information pertaining to the incident using the above protocol.
4. **DO NOT** move the vehicle unless authorized by police or GPISD Official.
5. If no one has been injured and all vehicles can still be driven, move it out of traffic to a location where it will obstruct traffic as little as possible.
6. As calmly as possible, **TAKE ROLL**, (using your seating chart) of ALL STUDENTS PRESENT and document comments pertaining to the discomfort of any students. This information should be provided to police and fire paramedics upon request. You will need to ask for this seating chart back before they depart.
7. **SECURE INFORMATION** for the Grand Prairie ISD Accident Report upon completion of the above-mentioned items.
8. If parents should arrive at the scene of an incident, do not release students unless or until authorized to do so by a district official or law enforcement officer. Proper identification must be presented to release any student.
9. Do not discuss details of the accident with anyone except the police or District officials in person. **NEVER** make statements as to who was at fault.

10. If the accident occurs on a non-school day trip or at any time the Transportation Office is closed, make certain that the following calls are made:
   a. The fire department ambulance, if necessary (911).
   b. The Transportation After Hours Number- (214)931-0694
   c. If out of town use the same procedures as listed above.

11. On non-school day or night trips, the driver should carry the After-Hours Emergency Phone Numbers of members of the staff to contact.

12. In the event injuries occur and require transport by ambulance the following information must be obtained:
   a. Name of person being transported.
   b. Type of injury reported by student(s).
   c. Name of the EMS provider.
   d. Unit number of ambulance.
   e. Hospital to where patient is being transported.

13. Federal Law requires post-accident drug/alcohol testing must be performed if the following occurs:
   a. human fatality, or
b. bodily injury with immediate treatment away from the scene and the CMV driver is cited, or

c. Disabling damage to any motor vehicle requiring tow away (excluding minor repair, i.e.; change tire) and the CMV driver is cited.

**All accidents occurring in a GPISD vehicle require a post-accident drug/alcohol test immediately following the accident.

NOTE: If certain conditions exist, driver may be requested to submit to drug and alcohol testing

14. Upon returning to the transportation center, complete incident/accident form and submit to GPISD Transportation manager or dispatcher on duty.

**G.03. Mechanical Breakdowns**

1. Protect the passengers and vehicle, if possible, move bus off roadway to prevent accidents.

2. Secure the bus - (neutral - set brake), turn off ignition – (remove key if you leave your seat).

3. Activate emergency hazard flashers, and place reflectors in recommended positions, if conditions warrant.

4. RADIO IN to (or if not possible, call) the dispatcher with information about the breakdown.

5. Keep students on the bus, in most cases. Student safety is the highest priority. Safety conditions may warrant evacuation of the bus. If students are evacuated, the driver should give precise instructions as to where students should relocate and how they should do it.

6. Upon arrival, the relief bus should stop in line with and as close as possible to the rear of the disabled bus. Drivers of both buses shall activate the alternating red flasher lights prior to transferring students from one bus to the other.

7. The driver of the disabled bus shall open the door, get out of the bus, and stand to the left of the door. The driver of the relief bus should open the door, get out of the bus, and stand to the right of the door of the relief bus.

8. The driver of the disabled bus shall instruct students to change buses in an orderly manner, staying in single file.

9. The alternating red flasher lights on each bus shall be deactivated as soon as all students are on the relief bus.

10. After all students have been loaded on the relief bus, the regular driver should complete the route.

11. The driver of the relief bus should assist in getting the loaded bus back on the roadway. The driver of the relief bus should stay with the disabled bus until additional help arrives.
G.04. Weapon on the Bus

Gun or Knife

DRIVER/ATTENDANT:

If you know or truly believe there is a gun on your bus, carry out the following procedures:

1. If on a route to school, do not pick up any more students.
2. Fake a breakdown by pulling over on the side of the road where safe to do so.
3. Inform students of the “mechanical failure” and that help is on its way.
4. Call dispatch to notify the manager and Director of your mechanical breakdown and request help.
5. Remain calm keeping your eye on the appropriate student.
6. Try to keep the bus as normal as possible.
7. Avoid heroics.
8. Do not approach the student or attempt take the gun away from the student.
9. Keep dispatcher aware of situation, if necessary.

If you suspect a different type of weapon such as a knife, you should use good judgment depending on the severity of the situation.

1. If immediate danger exists, use the same notification as if there were a gun on the bus.
2. If the knife is not visible and it does not appear anything is going to happen, your message should be: Please have a school administrator meet me at the bus upon arrival at the school. My ETA is----.
3. During the afternoon routes, proceed to do so.
4. Immediately upon returning to base after dropping all your students, report this information to the manager on duty.
5. The Transportation Director should be notified immediately. School officials should be made aware of the situation and a plan in place before your next morning route.

If you are in the school loading zone and suspect a weapon could be on your bus:

1. Do not leave the school.
2. Call dispatch and request a school administrator assistance. Do not leave your bus.

Regardless of what the weapon, if there is immediate danger to a student, you should notify dispatch of the situation immediately and do whatever is necessary “without putting yourself in danger” to ensure the safety of your students. You are no help to the remainder of the students on your bus if you are injured. Do exactly what you are told and NEVER TRY TO BE A HERO.
MANAGER:

1. Maintain contact with the police department and dispatch.
2. Notify the Director for awareness of the status of the situation.

DIRECTOR:

Notify Assistant Superintendent of Operations and Student Support Services.

DISPATCH:

1. Inform schools on the buses’ route its students may be late.
2. Maintain an open line of communication.

G.05. Unruly/Violent Person

At Bus
Dispatcher who becomes aware of situation immediately notifies Shift Manager, Director, School and police department, if necessary.

DRIVER/ATTENDANT:

1. Quickly shut the door if open or do not open if shut.
2. Greet the person and ascertain the intent of the person. Make detailed observations such as type of clothing, race, gender hair color, etc. Look for any type of weapons and/or devices.
3. Attempt to de-escalate the situation, utilizing a combination of politeness, understanding, and firmness, ask the individual to contact your Supervisor at 972-343-4400.
4. If they refuse to leave and want to delay your route, inform them you must continue your route. You cannot get the students to school late.

5. If they attempt to get on your bus, refer them to the sign on the step of the bus informing them it is unlawful to disrupt transportation and ask them to please step down. If they refuse, inform them law enforcement will be requested. Begin preparations to pull away from the scene. Tell the person you are about to leave and for their safety to step away from the bus. NEVER JEOPARDIZE THE SAFETY OF YOUR STUDENTS!!!
6. If the person becomes irate, dangerous, and the situation is life threatening, radio dispatch immediately asking for law enforcement assistance. Depart the location and follow directions from dispatch.
7. NEVER TRANSPORT AN UNAUTHORIZED ADULT ON YOUR BUS WHEN TRANSPORTING STUDENTS!!!
MANAGER

Notify Director’s office and keep her aware of the status of the situation.

AT TRANSPORTATION:

Person who FIRST becomes aware of the situation notifies Shift Manager and/or Director.

MANAGER:

1. Go to area to assess situation.
2. Attempt to de-escalate the situation, utilizing a combination of politeness, understanding, and firmness, ask the individual to come to your office to discuss their concern.
3. If the individual refuses to calm down, ask the person to leave the building immediately and watch them leave the premises. If the person is upset or out of control, contact the Director and/or police department.
4. Maintain visual contact with the individual(s), keeping a safe distance away until police Department arrives. At that point turn the situation over to law enforcement.

EMPLOYEES:

1. Return to your assigned area and secure work area door.
2. Do not confront the individual.

*NOTE: If the individual refuses to calm down and becomes irate, remove yourself from the area. Do not jeopardize your safety.

G.06. Hostage Situation or Weapon at the Transportation Department

Person who FIRST becomes aware of the situation immediately notifies 911 and initiates lockdown procedures for the building.

DIRECTOR: (The Shift Manager if Director is not available)

1. If safe to do so, assess situation to determine whether staff/employees remain in their offices with doors locked, evacuate sections of the building affected, or evacuate the entire building.
2. Call police department 911 if not already done so.
3. If necessary, send the REMIND 101 messages, stranded, to vacate your working station and meet at the designated area.
4. Notify supervisor and Student Support Services as soon as it is safe to do so.
DISPATCH DESK:

1. Remain secure in office area until released or have received REMIND 101 message.
2. Radio all drivers not to return to the center.

EMPLOYEES:

1. Follow Lockdown instructions.
2. Stay locked down in your area unless instructed to move. in

*NOTE: Do not approach or confront someone with a weapon. Do not put yourself or others in danger.

G.07. Unauthorized Visitor at Center

Everyone who works for transportation must wear their identification badge while on the job whether they are at the center, on the bus, or at a school or other district facility. All visitors must check in to dispatch upon entering the facility. No visitor should be allowed in any part of a center without being assisted by a district employee.

Any employee who becomes aware of the unauthorized visitor must immediately notify the director, supervisor, shift manager or main transportation office.

SHIFT MANAGER OR DIRECTOR:

1. Report to the identified location to assess situation, taking a 2-way radio or cell phone with you.
2. Utilizing a combination or politeness, understanding, and firmness, ask the individual if you can assist them.
3. Explain the district policy for visitors to “check in” at the main transportation office upon entering a district facility.
4. If the individual refuses to go to the office, ask the person to leave the premises. If the person refuses to leave, contact police department at 911.
5. Maintain visual contact with individual, keeping a safe distance away until police/law enforcement arrives, then turn the situation over to them.
6. Make every effort to get their vehicle license plate number for law enforcement and any other details.
7. Notify Assistant Superintendent of Operations and/or Dr. Alexander’s Office making them aware of the status of the situation.

EMPLOYEES:

Return to your assigned area.

*NOTE: If the individual becomes aggressive, remove yourself from the area. Do not jeopardize your safety.
G.08. Environmental Hazard

While on Route

DRIVER/ATTENDANT:

If on route and notified by dispatch of environmental hazard and to shelter in place-

1. Remain calm and encourage students to remain calm.
2. If possible, continue the route to pick up students that may be in harm’s way. Do not delay loading at stops. Direct students to quickly board the bus and get seated.
3. Close all windows and doors.
4. Dispatch will instruct the driver to proceed to the closest school out of harm’s way, based on location of the incident, wind direction and other guidance provided by the fire department or emergency management director.
5. Get everyone into building immediately.
6. Remain there until the “all clear” is given to proceed with your route or an alternate plan is formulated and given to you for your riders.

SHIFT MANAGER:

Notify Director’s office and keep her aware of the status of the situation.

DIRECTOR:

Notify Assistant Superintendent of Operations and/or Emergency Management Director, to keep them aware of the status of the situation.

DISPATCH:

1. Notify appropriate supervisor and school office staff if diverting a bus to their location and why.
2. Radio all buses to avoid the area, with specific instructions where “not” to go and to re-route.

While at Transportation Department

Person who FIRST becomes aware of the situation immediately notifies the on-duty shift manager and/or the Director

Shift Manager: (Director, if manager is unavailable.)

1. Assess situation to determine if “shelter in place” is necessary.
2. Notify the director’s office and keep her aware of the status of the situation.
3. Collect information any injuries to the shift manager, if necessary.
DIRECTOR: (Shift Manager if Director unavailable)

1. Carry out “shelter in place” when applicable.
2. Place “shelter in place” signs on all entrances/exits.
3. Lock and monitor all exterior doors.
4. Maintain contact with Ed Center Administration.
5. Notify staff when “all clear” is given.
6. Take down “shelter in place” signs.

DISPATCH:

1. Shut down the HVAC in the building, if not already done.
2. Notify all drivers not to return to the center.
3. Monitor the radio and telephones.
4. Stay in contact with Director.

EMPLOYEES:

1. Follow Staff’s instructions.
2. Stay in building until “all clear” is given.

*NOTE: To help maintain proper air quality within the building, no one will be permitted to enter or exit the building during “shelter in place”.

G.09. Severe Weather

While they can occur anytime, the maximum threat for severe weather and tornadoes in Texas is March, April and May from 12:00-8:00 p.m. and the number one killer weather situation in Texas is flash flooding.

Flooding

1. Darkness often obscures flooded roadways.
2. Flood waters can hide road damage underneath.
3. Flood waters usually are deeper than they appear because light is bent as it travels through water.
4. Flood waters usually are moving faster than we think because we tend to judge by the movement toward the edge, which is slower.
5. The power of water is awesome! Just one (1) foot of water has a lifting power of 1,500 lbs. in weight. Your bus in one foot of water weighs 1,500 lbs. less than it does on dry pavement. Combine this with the additional forces exerted by the flow and the speed of the water and it is easy to see it would not take much flowing water to wash a bus away.

6. NEVER DRIVE AROUND OFFICIAL BARRICADES!
7. The safest rule is to avoid flooded streets, roads and low areas. If you must travel a road with water across it, and the current is not an issue, and you can see the center line, you can stay on the road. You must be especially alert to any deepening of the water or increase in current.

8. Don’t follow other vehicles which could stall.

9. Control speed.

10. Be sensitive to where you are dropping off students.

11. If we are not able to deliver students to their assigned stops, notify dispatch and return the students to the campus.

Once released to transport students home, and you encounter water across the road, stop. Ask yourself these questions:

1. Are other vehicles travelling through the water? If vehicles are stopped or stranded in the water, do not continue. If vehicles are driving through, or if there are no other vehicle present, proceed to the next question.

2. Can you see the road? If you can see stripes or markings in the road or road boundaries, such as curbs, proceed to the next question. If you cannot see the road or boundaries, do not proceed.

3. Is the water flowing rapidly across or down the road? If it is, do not proceed.

4. If you proceed, is the water deeper or flowing faster than you perceived? If it is, you should safely retreat from the situation.

A safe retreat may require backing or reversing course. Please perform these maneuvers safely and with assistance if possible.

**Tornadoes**

1. Tornadoes generally increase in activity in March, April and May and form most frequently between 12:00 and 8:00 p.m. Once formed, they often move toward the northeast.

2. A tornado watch – Storm conditions that are favorable for the formation of tornadoes.

3. A tornado warning – a tornado is spotted or indicated on radar.

4. Become familiar with potential safe buildings on your daily routes in case you must off load students due to an approaching tornado.

**While on Route**

**DRIVER/ATTENDANT:**

1. If given a “tornado warning” by dispatch or other district official, pick up your remaining students and proceed to their campus or the nearest campus, as soon as possible. The school will tell you where to go to for safety. If you are at a campus, you become part of that campus and take directions from the campus commander. Before you leave that campus, radio your dispatcher for directions to continue or stay there.
2. If a funnel cloud has been sighted, quickly and safely proceed to the nearest school. Notify dispatch of our intent, ETA to school and number of students on board.

3. If a funnel cloud has been sighted and you cannot get out of its path, notify dispatch of your situation, exact location and actions being taken that may include:
   a. Evacuate your students to the interior of a pre-determined building or home.
   b. If you are not near a building, evacuate to a low area such as a ditch or drainage area.
   c. Cover your heads with your arms to try to protect yourself from breaking glass and flying debris.
   d. Do not remain in the bus unless you absolutely cannot safely get to a low-lying area or building. In this case, position the bus so the winds will not hit it on the side of the bus. Instruct riders to get below the glass level, either on the floor or lying in the seats and to hang on.

4. Never try to outrun a tornado and know when and where to evacuate from a vehicle if necessary.

**SHIFT MANAGER:** (Director if Shift Manager is unavailable)

1. Monitor weather radio or weather app/internet site.

2. Notify transportation mechanics and base employees to assume tornado cover positioning, if necessary.

3. Call 911 if any bus advises damage is sustained and/or injuries. Collect information of the injuries, if transported by EMS-location transported to/damages if necessary.

**DIRECTOR:** (Shift Manager, if Director is unavailable.)

1. Call Emergency Management Director, 817-822-4275, for latest weather report.

2. Monitor weather radio or weather app/internet site.

3. Notify the Central Administration and keep them aware of the status of the situation.

4. Call 911 if any bus advises damage is sustained and/or injuries. Collect information of the injuries, if transported by EMS-location transported to/damages if necessary

**DISPATCH:**

1. Notify Shift Manager of situation.

2. Radio “all-call” all drivers making them aware of the situation. Direct them to seek shelter at a campus if possible or other pre-identified building. Drivers should advise where they are seeking shelter.

3. Alert employees in the Transportation Department and garages if not already done.
4. Maintain radio communications capability while in tornado cover positions, via portable radio. Be prepared to notify 911 if any driver advises they need assistance.

**While at Transportation**

Person who FIRST becomes aware of situation notifies the Director or Shift Manager if Director not available.

**SHIFT MANAGER:** (Director if Shift Manager is unavailable)

1. Monitor weather radio or weather app/internet site.
2. Notify transportation mechanics and base employees to assume tornado cover positioning, if necessary.
3. Call 911 if any bus advises damage is sustained and/or injuries. Collect information of the injuries, if transported by EMS-location transported to/damages if necessary.

**DIRECTOR:** (Shift Manager, if Director is unavailable.)

1. Call Emergency Management Director, 817-822-4275, for latest weather report.
2. Monitor weather radio or weather app/internet site.
3. Notify the Central Administration and keep them aware of the status of the situation.
4. Call 911 if any bus advises damage is sustained and/or injuries. Collect information of the injuries, if transported by EMS-location transported to/damages if necessary.

**DISPATCH DESK:**

1. Take cell phone portable radio with you to area away from outside windows and doors.
2. Radio all drivers not to return to center, if necessary.

**EMPLOYEES:**

1. “Shelter in place” in designated area away from outside windows and doors.
2. Remain in designated area until “all clear” is given by crisis team member.

**G.10. Evacuation**

**Emergency School Bus Evacuation**

While school bus transportation is generally very safe, there are occasions when it becomes necessary to evacuate the bus. This brief guide was developed to highlight the basics of emergency school bus evacuation.
When to Evacuate
Evacuation should only be done when remaining on the bus could present a greater hazard than evacuating the bus. Reasons for evacuation include:
1. Stalling or becoming disabled in an unsafe location (e.g. cannot be seen by traffic, on railroad tracks, in an intersection, near a hazard etc.).
2. Fire or danger of fire.

Evacuation Drills
Advance practice of what to do in an emergency will increase the likelihood of carrying out a real evacuation smoothly. At least once during each semester, every student and driver must participate in a supervised and timed emergency evacuation drill. Activities to be included in these states required drills are:

1. Front door exits
2. Rear door exits
3. Use of both front and rear doors
4. Position of students after exits
5. Familiarity with emergency exits and roof hatches
6. Use of student assistants

Steps in Evacuation
A preplanned series of steps should be developed. Suggestions for these are:

1. Secure the bus.
2. Notify dispatch by radio.
3. Determine best exit procedure.
4. Assist students in leaving bus.
5. Move students at least 100 ft. from bus to a safe location.
6. Administer first aid if needed
7. Position emergency warning equipment.
   a. Two-way street: Place Reflectors
      i. 100 ft. in front of the bus
      ii. 10 ft. behind the bus
      iii. 100 ft. behind the bus
   b. One-way street or Divided Highway: Place Reflectors
      i. 10 feet behind the bus
      ii. 100 feet behind the bus
      iii. 100 feet behind the bus
   c. On a Hill or Curve: Place Reflectors
      100 - 500 feet in front or rear depending on least visibility.
**First Aid Procedures**

While many evacuations will not require first aid, the driver should be trained in this area and have appropriate materials to administer first aid properly.

Things to remember:

1. Check first aid kit regularly.
2. Do not move injured persons unless not moving them presents a greater risk.
3. If qualified administer CPR if necessary.
4. Stop severe bleeding using appropriate protective barrier method (e.g. gloves, bandage, etc.).
5. Have someone call for help.

**Emergency Equipment Needed**

Each bus should be equipped with several basic emergency items. These should be inventoried and inspected periodically. Equipment should include:

1. First Aid Kit
2. Fire Extinguisher
3. Three red reflectors
4. Belt cutter (if bus is equipped with safety belts)

**Control of Students**

Once students evacuate the bus, maintaining control may be more difficult. The driver should take these steps to ensure the safety of the children.

1. Move students at least 100 feet from bus to a safe area.
2. Keep the students together and do not allow them to return to the bus without driver permission.
3. Use student assistants and/or any adults present to prevent rowdy behavior.

**Students with Disabilities**

Students who have disabilities may require special care in an evacuation. The following should be considered:

1. Determine which students require the most assistance.
2. Enlist the aid of students who are capable of assisting.
3. Know how to remove students quickly from wheel chairs or other devices.

**Assessing the Need to Evacuate**

Student safety and control is best kept by keeping students on the bus during an emergency and/or impending crisis if doing so does not expose them to unnecessary risk or injury. A decision to evacuate should include consideration of the following conditions.
1. Recognize the hazard. The decision to exit/evacuate the bus must be a timely one.
2. Is there a fire involved?
3. Is there a smell of raw, leaking fuel or gasoline?
4. Is the bus likely to be hit by other vehicles?
5. Does the possibility exist that the bus will roll/tip, causing further threat to safety?
6. Is the bus in direct path of a sighted tornado?
7. Has there been a major earthquake creating a dangerous environment?
8. Would removing the students expose them to speeding traffic, severe weather, or a dangerous environment such as downed power lines?
9. Would moving the student complicate injuries such as neck, back and fractures?
10. Is there a hazardous materials spill involved? It may be safer to remain on the bus and not encounter the materials.

Five Methods of School Bus Evacuation
1. If your bus is broken down or wrecked on a railroad track and both doors can be opened, the students in the front half of the bus exit by the front door and the students in the rear half of the bus exit by the rear door. After leaving the bus, students should go to the sidewalk, curb or shoulder and proceed at least 100 feet away from the bus, never crossing the tracks. If evacuating near a railroad track, always walk in the direction the train is approaching.

2. If the rear door is blocked and there is no fire or danger of fire, all students exit through the front door, alternating sides from front to rear. Students in the right front seat leaves, then the left front seat, right seat, left seat etc.

Front Goes First

3. If the front door is blocked and there is no fire or danger of fire, all students exit through the rear door, alternating sides. Students in the right rear seat leave, the left rear seat, right, left seat etc.
4. If the rear door is blocked and there is fire in the rear, those nearest the fire leave through the **front door**, each side alternating to exit from rear to front. Right rear seat leaves, left seat, right seat, etc. Direct students to a safe place at least 100 feet from the bus.

5. If the front door is blocked and there is fire in the front, those nearest the fire leave through the **rear door**. Right front seat, left seat, right seat, etc. Direct students to a safe place at least 100 feet from the bus.
Section H. Communication

H.01. Communication Radio Procedure

1. Radio transmissions are to be kept to a minimum. Radios are to be used to notify the appropriate center of emergency situations and transportation related communication only. All communications shall be kept direct, to the point, and as short as possible. To ensure safe and efficient operation, all radio traffic shall be conducted in English to ensure that all parties monitoring the radio can understand the nature and purpose of the broadcast. Dispatch, police department, shop personnel and management monitor transportation radio channels. Using the 2-way radio inappropriately is against FCC regulations.

2. Drivers operating a two-way radio shall identify themselves by bus number.

3. All two-way radios should be kept on the P1- Trans Dispatch Channel 1
   Exceptions:
   a. Field Trips – P2 - Bus to Bus Channel 2 (if more than one bus)
   b. Accidents- P3 - Bus Emergency Channel 3. Do not switch to P3 unless you have been instructed to do so.
   c. District Emergency (School Evacuations) Channel 4. Do not switch to channel 4 unless you have been instructed to do so. If instructed to go to District Emergency Channel 4, the driver will use the arrow key to switch to channel 4.

Multiple buses on out-of-district trips should travel together and use P2 - Bus to Bus.
Drivers are to make sure radios are on prior to leaving the Gentry Long Service Center (Transportation).

4. The proper communication procedure is as follows:
   a. Monitor the frequency before any transmission to be sure no one is communicating before you.
   b. Push the transmit button on the side of the radio completely and pause momentarily, then state bus number followed by whomever you are contacting. (example: “Bus #123 to Base”)
   c. Release transmit button and listen. If you do not receive a reply, repeat steps A and B.
   d. If you hear your bus number called, push the transmit button and say, “This is Bus #____, go ahead”.
   e. At the end of the conversation, state bus number and then “Clear” or “Out”.
   f. All drivers, when completing post trips be sure radios are completely powered down.

Your radio should normally be on the P1 - Trans Dispatch. Field trips should use P2 - Bus to Bus, remembering to switch back to the normal channel P1 when needing to transmit to dispatch.
5. **Weather Code 1**

If a sighted tornado or severe weather has been confirmed in an area that could interfere with the safe transportation of students, the Director of Transportation or designee will authorize the radio broadcast of **“Weather Code 1.”** This broadcast will include the location as well as direction of travel, if known.

This format will be used so that drivers and attendants receive information in a context not to unduly alarm passengers and in a manner that helps drivers/attendants making decisions necessary to protect their passengers.

6. **Code Blue**

   A **“Code BLUE”** has been established for extreme emergency situations. The Director of Transportation, dispatcher or supervisor is the only one authorized to call **“Code BLUE”**. At that time all transmissions should cease, until the Code Blue has been resolved.

7. **See Supervisor**

   Dispatchers will notify drivers that are in route via SMART messaging and then followed by 2-way radio if there is not a response, that they have been selected for random drug testing by saying **“driver’s name, see Bales/Fleming, do you copy?”** Drivers must respond they have received the transmission from dispatch and then report to dispatch immediately upon return to their center.

   Failure to check in with dispatch for testing immediately upon your return to the transportation center or leaving the center without testing, may constitute the same as a ‘refusal to test’ and will result in a recommendation for termination of employment.

**H.02. Communication with Others**

Communication and interactions are to be professional in nature. Personal beliefs/biases are not to be discussed at any time. It is inappropriate to send personal beliefs about political or sectarian issues. Staff members must ensure, that, to the extent possible, discussions are conducted respectfully.

Keep in mind, you will meet a variety of people daily, including:

- **Students**: Staff members are to communicate with students in a positive manner, and not in ways that decrease or take away from the students’ self-esteem, regardless of the situation. If a staff member is re-directing a student, it should be done matter-of-factly and in an even tone/voice level.
• **Parents/Guardians**: Communication with parents/guardians should be kept on a professional, not a personal level. A strong sense of customer service should be evident in the conversation. Communication is to be friendly and brief.

• **Co-Workers**: Staff members are expected to work as a team, to give the best customer service to the students we serve.

• **Supervisors/departments**: Professional communication with the department is expected, as well as with other GPISD departments.

• **School Personnel**: Staff members are to be professional and courteous with all school campus staff they serve.

• **Community Members**: Staff members are to keep professional interactions, as they are associated with the school district, including social media. If a staff member is wearing a GPISD shirt or badge in public, they are to remember they are the “face” of the department and the district.

**Section I. Field Trip Guidelines and Procedures**

**I.01. Field Trip Description**

**What is a Transportation Field Trip?**

A Transportation Field Trip is transportation service provided to students to/from a destination other than their home campus for co-curricular or extra-curricular activities.

Co-curricular activities are activities, programs, and learning experiences that complement, in some way, what students are learning in school—i.e., experiences that are connected to or mirror the academic curriculum.

Extra-curricular activities are activities that fall outside the realm of the normal curriculum of school, performed by students.

Field trips are optional work and are not required.

Field trips benefit students and are an excellent way for employees to EARN additional income by working outside of their assigned routes or shifts.
I.02. Driver/Attendant Eligibility

Who can participate in the field trip program?

Driver / Attendant Eligibility

1. All Employees must complete field trip in-service training to be eligible to participate in field trips.

2. The Field Trip Coordinator will start at beginning of the alphabet the first week of school. All field trip will be assigned for that week in alphabetic order until all trips have been assigned for the week. The next week’s rotation will start where the prior week’s rotation ended.

3. Employees who take Field Trip In-service during the school year are added to the next rotation list, in alphabetical order based on their last name.

4. Reserve Drivers are required to complete field trip in-service training to be eligible to participate in field. Reserve drivers will not be assigned trips based on rotation. The Field Trip Coordinator will assign all field trip to Reserve Drivers that meet the needs of transportation.

5. Drivers/Attendants choosing to participate in field trips are required to be in compliance of all field trip guidelines and responsibilities. Violation of the field trip guidelines, not following field trip directions, or poor performance of any kind may result in the loss of field trip participation.

6. Employees may select and participate in field trips that result in more than 40 hours per week. For employees to continue incurring overtime in the same week in other areas including substitute driving, the center’s Supervisory Staff or Area Director’s approval is required prior to the additional work assignment.

7. Employees that participate in field trips must be willing to take all types of field trips including drop and returns and Nature Center assignments.
I.03. Field Trip Types

What types of field trips are there and how are they offered and assigned?

1. All regular and special needs field trips submitted to Transportation requesting a Transportation Driver that does NOT OCCUR DURING ROUTE TIME are posted for the trip selection process.

2. PRE-ASSIGNED FIELD TRIPS NOT IN SELECTION: Field Trips that occur during route time may not be offered in field trip selection and may be driven by a trained non-transportation sponsor driver upon submission of the field trip request or will be assigned by the Field Trip Coordinator to an employee who does not have an assigned route such as a reserve driver, sub driver, qualified shop personnel, or office staff.

3. EMERGENCY FIELD TRIPS: Field Trips that do not interfere with route times not selected at field trip selection or turned back by an employee and occurring before the next selection will be marked as an “EMERGENCY TRIP.” If time allows, “E-TRIP” itineraries will be printed, and posted on the board in the Training Board. These trips may have campus specific driver designations to accommodate not covering routes. Any employee, regular or special needs meeting the criteria may be offered an “E-TRIP” occurring outside of their route time provided they have documented training. The “E-TRIP” will not be counted as a trip pick. If after an “E-TRIP” is posted and it is not selected, the Field Trip Coordinator will assign the trip to a reserve driver, sub driver, qualified shop personnel, or office staff. E-Trips may be offered over SMART to specific driver.

4. CANCELLED FIELD TRIPS/REPLACEMENTS
   a. Employees are aware that field trips can be cancelled at any time. If for any reason, an assigned field trip is cancelled, the driver will not receive a replacement trip.
   b. Trips that are cancelled during the week have no guarantees. The driver will only be paid for the time on the clock.
   c. When there are multiple buses to a field trip and not all the buses are needed please contact the Field Trip Coordinator immediately. The last driver assigned to the trip will have to return back to transportation.
   d. If a driver arrives to destination to pick up a weekday field trip and the group is a no show. The driver will only be paid for the time on the clock because there is not a guarantee.
   e. Drivers that arrive to work, and their weekend field trip is cancelled, can be paid total up 2 hours. The driver will be assigned duties to complete for the time paid.
   f. There is no guarantee pay for any field trip that has been cancelled in advance.
   g. After the driver has arrived at the school, contact sponsor and communicate where the bus is parked. If your group does not show up after 15 minutes, notify dispatch. If after-hours, notify Field Trip Coordinator, so the sponsor can be contacted.
5. OVERNIGHT FIELD TRIPS

a. To be eligible to drive overnight trips, a driver must have two (2) years’ experience with GPISD as a school bus driver, have acceptable performance and attendance and be approved by the Field Trip Coordinator or Manager/Director.

b. Drivers must sign up to be on the overnight trip list annually at the beginning of the school year to be reviewed by the Director for approval.

c. The overnight trips are offered from the list of eligible employees in order of Attendance, Safety and Seniority starting at the top of the list each school year.

d. Drivers on any form of Leave of Absence will not be offered an overnight trip. The employee will be offered the next available trip once released to return to full duty.

e. When offered an overnight opportunity, the driver will be allowed a maximum of 24 hours to accept the offered trip. Failure to contact the field trip office within the 24 hours will result in the driver being assessed a “SKIP” and the normal process will resume.

f. If the driver chooses not to accept an offered overnight trip, the opportunity will be considered a “SKIP”.

g. Once the trip is accepted, the overnight trip will count as a TRIP PICK (SKIP) in the regular field trip selection.

h. An overnight trip is considered an “E-TRIP” when it is unassigned within ninety-six (96) hours of departure time. Once the trip becomes an “E-TRIP”, attempts to contact drivers in order of the rotation list will continue without waiting for “call backs” or “a decision.”

i. After accepting an overnight trip, the driver will complete a Travel Card Obligation form, and GPISD Travel Authorization Form

j. The driver will receive an email of instructions to pick up the Travel Folder from the Ed center. The Travel Folder will include the trip itinerary, a driver responsibilities checklist, a compensation for overnight trips memo, and a transportation driver travel expense report, and E-Commerce card.

k. Sponsors are required to provide rooms for the drivers on overnight trips. However, for efficiency reasons, GPISD procedures require same gender drivers to share a room. A driver may choose a private room at their own expense.

l. The drivers it is responsibility to make arrangements with the Field Trip Coordinator to pick-up the gas card.

m. The minimum pay for a driver’s daily time will be 5 hours per day.

n. **Drivers are only paid for their use. Driver must keep a log of their time, and have sponsor sign the log daily.**

o. It is the employee’s responsibility to return the gas cards and receipts to the Field Trip Coordinator directly.

p. Travel folder is due back to the Travel Coordinator at the ED center by the date stamped in the upper right-hand corner. Both the travel card and itemized receipts for ALL purchases need to be included in folder.

q. When traveling overnight and using a district travel card, excessive snacks are not allowed (an occasional candy bar, granola bar or drink will be allowed) and their meals should be
bought at a dining establishment (not a grocery store). A meal is to consist of no more than: one appetizer, one entrée, one non-alcoholic drink, and one dessert.

r. The District does **not allow** the travel credit card to be used for tips, gratuities, or service charges on meals or any other service. If you add a tip to a meal receipt you will have to reimburse the District for those funds. If you would like to leave a tip, you will need to use your own money. The District follows Federal travel guidelines in this area.

s. Failure to comply with the rules of the card purchase requirements, will result in the driver being charged for expenses that did not meet requirements.

6. CARAVAN FIELD TRIPS

a. A caravan field trip is transportation service consisting of a vehicle or multiple vehicles provided to band, drill, or cheer students to/from events for the school year.

b. It is essential that all employees assigned to caravans are representing GPISD and the Transportation department in a positive manner always.

c. Caravan opportunities may be offered to drivers based on interest, driver seniority as it relates to their peers, acceptable performance and attendance for one full evaluation period, and their Area Director’s approval.

d. All permanent caravan assignments require approval from the Director and are subject to change at any time.

e. The Director and the Field Trip Coordinator may agree to assign a “Lead Caravan Driver” to each caravan annually and are subject to change at any time. The “Lead” will be responsible for the route driven to/from destinations and communication between caravan drivers, the band director, the field trip office, dispatch, and shop personnel as needed. The Lead Caravan Driver will model exceptional customer service in all communications and interactions and ensure the rest of the caravan team is doing so as well.

f. All Caravan Field Trips are assigned by the Field Trip Coordinator as needed.

g. **ALL Caravan Field Trips** taken by permanent or sub drivers will count as a field trip selection (SKIP) in the Regular Field Trip selection process.

h. **NO CARAVAN FIELD TRIPS WILL BE SPLIT BETWEEN TWO DRIVERS** regardless of the destination. Caravan Drivers are expected to be able to arrive at their caravan campus no later than 5:15 p.m. during the week for loading and departure to caravan games or other weekday events in season.

i. Caravan Drivers should travel the same path as directed by the Lead Caravan Driver and always maintain communications utilizing the bus to bus channel (P2). Staying together will depend upon traffic conditions and is not required if safety is jeopardized.

j. Caravan drivers may not transport guests of other drivers and may only transport GPISD STUDENTS. Consistent with the guidelines with regular field trips, GPISD STUDENTS must be a minimum of (4) years of age and a maximum of (18) years of age.
k. Drivers who experience behavior issues while driving a caravan bus should first address their sponsor or adult on board the bus. Any unresolved issues may be directed to the Caravan Lead Driver for assistance with a resolution.

l. Caravan Driver requests are based on the needs of the campus and the campus may temporarily or permanently cancel a vehicle for an event. Campuses reserve the option to charter buses at their discretion.

m. Prior to leaving the campus, the Lead Caravan Driver will discuss with other driver the planned route.

n. All buses must be ready to depart the campus together.

o. The lead and last buses will activate their strobe light.

p. Drivers must maintain a safe following distance at all times. It is important for the group not to follow too far behind other buses.

q. The lead bus must set pace by driving at a safe speed.

r. Do not pass other buses.

s. If buses get caught at a red light or any other reason, notify the lead bus. The lead bus should pull over to a safe spot until all buses catch up. This is not required if safety is jeopardized.

t. All buses must listen to the lead bus for instructions regarding lane changes or exiting.

u. The bus formation should be in the right lane or the safest lane.

v. When entering on the freeway, the lead bus enters the freeway, once the last bus enters onto the freeway notify the lead bus.

w. The lead bus will communicate lane changes and exits to the other buses, using the two-way radio.

x. When making lane changes the last bus should move over to the new lane when it is safe to do so.

y. After the last bus has taken the new lane, then take the charge of assisting the bus in front by creating enough room for the bus to safely move into the new lane. Each bus will repeat the process until all buses have completed the lane change.

z. Drivers must avoid backing the bus. If backing cannot be avoided, then drivers are required to spot each other.

aa. Drivers will need to be sure to switch the two-way radio back to regular channel (P1) at the completion of their field trip. Please complete a radio check to confirm the two-way radio is working properly.

bb. Caravan field trips follow all other guidelines too.

7. SUMMER FIELD TRIP

a) Regular, Reserve, and SPED drivers may participate in summer field trips. All drivers will have the opportunity to sign up for summer field trips starting in May.

b) The number of needed summer field trips drivers varies each year. The drivers will be sorted in order, based on Attendance, Safety and Seniority, and the assigned based on the number of drivers needed.
c) The Field Trip Coordinator will assign all trips. Summer field trips will not be posted for selection.
d) Drivers that need time off must communicate with the Field Trip Coordinator at the beginning of summer. The time off request will be entered, and the driver will not be assigned a field trip during that period.
e) Drivers are expected to complete all assigned field trip over the summer. Drivers missing two field trips will be removed from all summer field trip assignments.
f) If the summer field trip demand is high, a summer school driver may be assigned a summer field trip.

I.04. Selection and Assignment of Field Trips

What field trips can I participate in and how do I select them?

1. Student safety and driver/attendant accountability during route time is a PRIORITY. For this reason, an employee may only participate in a field trip provided it doesn’t interfere with the employee’s route time as follows:

   a. **GENERAL EDUCATION DRIVERS** are required to drive their regular-ed routes DAILY. All regular routes are defined as AM/PM/out of area students, all shuttles, late runs and mid-day optional runs will not be “covered” by dispatch in order for GEN-ED drivers to drive GEN-ED field trips.

   b. **SPECIAL NEEDS DRIVERS/ATTENDANTS/UNASSIGNED ATTENDANTS** are required to drive/ride their special-ed AM/PM routes daily. ALL shuttles, late runs and mid-day optional runs may be covered by the Dispatcher provided both driver and attendant are not absent from their route at the same time.

   c. **RESERVE DRIVERS** – Are not assigned a scheduled shift and will not select their field trips. The Field Trip Coordinator will assign field trips to meet the needs of GPISD Transportation.

2. The Field Trip Coordinator will start assigning field trips based on Attendance, Safety and Seniority. All field trip will be assigned for that week in order based on Attendance, Safety and Seniority until all trips have been assigned for the week.

3. New field trip will be posted every Monday in the training room. If Monday falls on a holiday or a scheduled day off, then field trips will be posted on the next business day.

4. Drivers that want to be in the field trip rotation must have completed FIELD TRIP IN-SERVICE. Driver will fill out a field trip selection sheet and turn it in no later than 6:00 P.M. Wednesday. The field trip selection sheet will contain the trips for the following week’s field trips.

5. Drivers are required to list the day of the trip and trip number. Incomplete sheets will be rejected, and driver will not be included in that week’s field trips selection process.
6. Field trips are assigned by rotation in the order of preference that you select. If a preferred field trip has been assigned, the next field trip on your list will be evaluated and assigned if available. Only one trip will be assigned on each rotation. Depending on the number of available field trips, there could be several rotations for each bidding period.

7. The Field Trip Coordinator will make every effort to offer last minute field trips to the next driver in the rotation. Ultimately, the Field Trip Coordinator will assign all trips to meet the needs of GPISD group that has requested transportation, and in the best interest of GPISD Transportation.

8. Drivers will be informed about the trip at least two days before the trip.

9. Employees can inquire at any time where they are in the rotation. Employees must make the request through email.

10. Any questions regarding driver assignments for field trips should be emailed to the Field Trip Coordinator.

11. The Field Trip Driver Sheet will be placed in your mailbox at least one day prior to the trip.

12. All drivers are expected to check their email and mailbox daily for instruction, communication, field trip details, etc.

13. The field trip coordinator has the authority and responsibility to designate IN ADVANCE the requirement of campus-specific drivers on trips as necessary to cover the trip in the most timely and efficient manner. Drivers are required to adhere to the notation of campus-specific drivers on these trips.

14. Trip times posted are final unless a change is initiated by the sponsor or the field trip notes indicate times are subject to change. Employees are not allowed to ask the field trip coordinator, or the sponsor to adjust field trip times to coordinate with their route time.

15. Drivers on any form of leave of absence or drivers calling-out for regularly assigned morning route on the day of trip selection, may not select a trip nor have an “appointee” select ANY trip on his/her behalf.

16. Immediately after taking their ‘initial field trip in-service’, employees must select and complete five (5) in-district field trip prior to selecting out of district field trips.

17. Employees may select more than one trip for the same day on weekdays ONLY, provided there is not a risk of the trips interfering when selected. If the driver is on the first trip and experiences a delay that may result in being late to the second trip, they must contact Field Trip Coordinator immediately. A driver will not be awarded a replacement trip if one of the trips selected on the same day are missed by the driver due to a conflict.

18. Employees may not trade or give trips to other employees. If a problem arises that prevents the owner of the trip from completing a selected trip, the Field Trip Coordinator must be notified as soon as possible. If the problem occurs after hours, on weekends, or during holidays, the owner of the trip is to contact the GPISD afterhours phone number, 214-931-0694.

19. Special Needs trips not selected by a Special Needs Driver, will be offered to regular-ed drivers who have documented special needs training.
20. Employees are accountable for knowing their exact route times and only choose field trips outside of those times. If it is determined an employee selects a field trip during their route time, the field trip will be removed and reassigned with no replacement pick.

I.05. Driver/Attendant Responsibilities

What are Field Trip Guidelines and Driver/Attendant Responsibilities?

1. The primary responsibilities of the field trip driver are, but not limited to:
   a. Drivers must contact the sponsor in advance to confirm details.
   b. Arrive and pick up students as requested ON TIME (The arrival time to start the field trip should be no more than 30 minutes prior to departure time; any additional time is considered excessive).
   c. For field trips that occur after hours, the driver must be prepared by knowing the center gate code, the sponsor’s contact information, emergency security numbers, and the location of the vehicle keys before arriving at the transportation center for the field trip.
   d. Confirm you have an NTTA TOLL tag if tollways will be traveled.
   e. Know the directions to/from your destination. However, you should travel a different way if the sponsor requests it.
   f. Pre-inspect and post-inspect the vehicle. If you are driving a vehicle different from your usual assignment, leave the bus in a clean condition, or better than you found it.
   g. Park legally and follow all traffic laws.
   h. Follow department approved student management practices.
   i. Be customer friendly to the sponsor, adults, and students riding your bus.
   j. Be prepared to stay at the destination by bringing meals, drinks, and personal items you may need while on the field trip.

2. The Field Trip Coordinator or office staff will contact the sponsor on field trips more vehicles to confirm and share details with the drivers.

3. Driver will provide the sponsor with a contact number, confirmation of all times; leaving and returning to the campus, loading instructions, preferred travel path to destination, and any special instructions. Drivers transporting special needs students should remind the sponsor to have a completed SEATING CHART at the time of loading before leaving the campus.

4. Employees must never ask the sponsor to adjust their times on the field trip to accommodate for personal reasons.

5. Planning the route to/from the destination is the driver’s responsibility, however if the sponsor requests an alternate route, the driver is to accommodate the request. GPISD buses can use HOV lanes and are subject to the same occupancy regulations as other vehicles. Drivers may seek assistance from Field Trip Coordinator or dispatchers regarding directions.
6. **ALL Drivers/Attendants are required to remain at the destination for the duration of the field trip.** Prior to your field trip, plan to bring sufficient meals, drinks, and personal needs for yourself as needed. The exceptions is on a weekend trip. If the group needs will allow you to, drivers may load in one bus to get lunch/dinner. The driver will need to communicate this information to the sponsor. Please exchange numbers with the sponsors before leaving the destination. Please keep the time away from the group to a minimum.

7. **Should extenuating circumstances exist, a driver may be directed to return to the district for the purpose of assisting with route time by the Director, the Field Trip Coordinator, or the dispatcher. Unless directed, please plan to stay at all field trip destinations.**

8. Drivers/attendants selecting special needs field trips are required to contact one another prior to the trip date to make arrangements for getting to the trip location. Seek assistance from Field Trip Coordinator, dispatch or supervisory staff if necessary.

9. If a driver is running late to a field trip on a school day, the driver should contact dispatch immediately. If an emergency arises on a non-school day that will result in a late arrival, the driver must contact the GPISD Transportation Department after hour number, 214-931-0694.

10. Immediately upon arrival at the campus, the driver is to contact the sponsor to ensure the group loads and leaves on time.

11. **Standard of behavior – Sponsors and drivers are responsible for ensuring their students behave during field trips.** Drivers are expected to exhibit diplomacy, courtesy, and professionalism in all matters with the sponsor(s) and students, while following GPISD policies and Transportation Department guidelines and procedures.

12. **Additional riders on field trips - All children of the employee, sponsor and/or chaperone MUST BE A GPISD STUDENT AND BE A MINIMUM OF 4 YEARS OLD AND A MAXIMUM OF 18 YEARS OLD AND MUST BE NOTED ON THE ROSTER.**
   a. Employees who desire to bring their children on a regular-education bus field trip must first obtain approval from the center Area Director AND then the sponsor. Employees must NEVER bring an ill child with them on a trip. If a child is not eligible to be in school and/or a daycare provider due to illness, the child is not eligible to ride the bus and risk exposing other students. Children are not allowed to ride in equipment vehicles. Children of employees whose IEP includes special needs transportation are not eligible to ride regular education bus trips. They may ride with the employee on a special needs field trip provided prior approval is obtained from the Director and the sponsor.
   b. Adult guests are never allowed on a field trip.
   c. Sponsors may bring additional riders provided they meet the criteria above. Field Trip Coordinator will be notify the driver.

13. **Some sponsors give complimentary tickets/meals to events; however, it is not required. Never ask a sponsor to provide a ticket or meal for yourself and/or your guest. Always be prepared to pay for yourself.**
14. ACCIDENTS – ALWAYS REPORT ACCIDENTS IMMEDIATELY.

15. Drivers are to call the GPISD Transportation Department after hour number, 214-931-0694

   NOTE: If certain conditions exist, the driver may be requested to submit to drug and alcohol testing.

16. Drivers shall communicate to sponsors that items left on the bus cannot be secured. The driver cannot be responsible for watching items left on the bus.

17. The Field Trip Coordinator will assign buses to field trips based on the destination and field trip needs. Drivers must always use the bus assigned and any variation requires the approval of the Shop Foreman or Assistant Shop Foreman. When a driver uses a bus other than his/her regularly assigned route bus, the trip bus is to be left cleaned, properly fueled, and orderly for the next driver.

18. Please follow substitute bus procedures for after-hours/weekends. If upon arrival to transportation a driver determines their original assigned bus is unable to be used (mechanical failure), call the GPISD Transportation Department after hour number, 214-931-0694

19. Pre-trip the bus prior to leaving the transportation center to verify it is equipped with an NTTA TOLL Tag if one is needed. NOTE: Toll violation fines are the responsibility of the field trip driver.

20. GPISD special needs buses are NOT equipped with handicapped plates or tags. It is illegal for these buses to park in a handicap parking space. The handicap signs that are on the buses are for emergency responders to know there may be a wheelchair on the bus.

21. Post-Trip Inspection: Employees must always check the interior and exterior of all buses and box trucks upon the return to transportation to check for vehicle damage or non-working items that need to be reported.

I.06. Driver/Attendant Performance and Regulation

What happens if my performance is less than satisfactory?

1. SELECTING A FIELD TRIP THEN TURNING IT BACK IN - “Turn Back Trip” is any trip selected or accepted by the employee and the employee turns back the trip to Field Trip Coordinator during or after hours, including weekends.
a. Upon the first instance of a turn back during the school year or during the summer, the turn back is simply documented in the employee’s field trip performance record by the Field Trip Coordinator.

b. Upon the second instance of a turn back, the employee will be removed from field trip selection for a period of two (2) weeks excluding summer, with no opportunity from dispatch or “E-TRIPS.”

c. A forth instance of a turn back, the employee will be removed from field trip selection for a period of four (4) weeks excluding summer, with no opportunity from dispatch or “E-TRIPS.”

d. Any further turn backs will result in the employee being removed from the field trip selection for a period of one full year (excluding summer).

2. When employees turn back trips, they are to sign and date the itinerary, giving the reason for the turn back, and return it to the Field Trip Coordinator. The Field Trip Coordinator will process the itinerary and post it according to guidelines as an “E-TRIP” or place it back into field trip selection.

3. If an employee misses any regular “opportunities” before an owned field trip, the employee will be required to surrender the trip, but will not be charged a “Turn Back.” This procedure also applies to weekend or holiday trips when an employee misses the previous school day PM opportunities. If the employee is absent the ‘opportunity’ before an owned field trip but presents documented evidence of a doctor appointment or personal business to the Director requesting to take the field trip, the Director may approve it based on the evidence and circumstances presented.

4. Employees may not turn back a trip to “choose” any other trip scheduled for the same day.

5. THE ONLY EXCEPTION WILL BE TO ACCEPT AN OVERNIGHT TRIP.

6. If a designated trip time changes by more than 2 hours after selection, preventing the employee from taking the trip for personal reasons, a turn back will not be assessed.

7. Employees taking TBA (to be announced) field trips are obligating themselves, regardless of the final designated time, and will be assessed a turn back if the field trip cannot be fulfilled.

8. Examples of unsatisfactory field trip performance include but are not limited to:
   - DISRUPTING FIELD TRIP SELECTION
   - FORGETTING A FIELD TRIP
   - SHOWING UP LATE
   - ARRIVING TOO EARLY TO START THE TRIP (more than 30 minutes prior to departure time unless approved by the Field Trip Coordinator)
   - LEAVING THE DESTINATION (without Supervisory staff approval)
   - NOT KNOWING DIRECTIONS TO/FROM THE DESTINATION
• NOT FOLLOWING FIELD TRIP DIRECTIVES OR GUIDELINES
• Neglecting to fill out Field Trip forms properly and turning them in to the Field Trip Coordinator
• Failure to turn in completed field trip Itinerary sheets.

   a. Upon the first instance of unsatisfactory field trip performance, the employee will be removed from field trip selection for a period of four (4) weeks excluding summer, with no opportunity for dispatch or E-trips.
   b. Upon a second instance of unsatisfactory performance, the driver will be removed from field trip selection for eight (8) weeks excluding summer, with no opportunity from dispatch or E trips.
   c. Upon a third instance of unsatisfactory performance, the employee will be removed from the field trip rotation for a period of one full year (excluding summer). The Director may

I.07. Field Trip Itinerary

How do I complete and turn in my field trip paperwork - Itinerary?

1. Changes on the itinerary during a field trip will need to be initialed by the sponsor with reason given.
2. Accurate times and mileage reporting for field trips are essential for paying drivers correctly AND for the transportation department to receive correct reimbursement. Accurate reporting begins with the driver. Mileage is to be recorded as a start and stop mileage reading not a flat number of miles. Drivers must make certain route times are recorded on the trip itinerary.
3. DRIVER TIMES AND TOTALS should reflect the start time of the trip (either from the Transportation or end of route if not returning to the center) and the stop time when the driver returns to the transportation center. At the conclusion of the field trip, add the time and record it in the “Total Time” field.
4. Non-Billed Bus Mileage is to reflect the mileage while no students or equipment are on board.
5. “Billed Bus Mileage” from the school to destination and back to the school, accrues only when students or sponsor are on board. In the event the sponsor requests additional stops before the trip ends, the mileage continues until the driver arrives back to the home school.
6. SPONSOR’S SIGNATURE is required on all trip itinerary reports and overnight field trip forms.
7. Trips requiring more than one vehicle should show similar “total time” and “total trip miles” when all buses remain together for the duration of the trip. Drivers are to confer as a group to ensure the records are consistent. The driver is responsible for completing his/her own itinerary.
8. RENTAL TRUCK section should be completed only when driving a rental truck. All fields must be completed prior to turning in the itinerary. The driver will be required to return the rental truck.
9. NTTA TOLL ROAD TOTALS - Any time a bus passes through a toll booth during a field trip, indicate on the field trip. If a driver paid CASH for a toll booth (Airport), THE DRIVER WILL NOT BE REIMBURSED. NOTE: Toll violation fines are the responsibility of the field trip driver.
10. All information requested on extracurricular trips must be completely filled out by the driver who drives the field trip. This includes: mileage, time, sponsors and drivers signature.

11. The Field Trip Driver Sheet must be filled out completely and turned in on the day the trip is completed. Please put driver sheet in boxes outside of dispatch window.

12. Payment for field trips will be delayed if the Field Trip Driver Sheet has not been completed and placed in the field trip boxes daily.

I.08. Field Trip Compensation

How am I paid for a field trip?

1. Time is paid at the driver/attendant’s current hourly rate of pay.
2. Drivers and attendants will receive overtime pay for worked time exceeding 40 hours per week. The pay week starts on Saturday 12:00 am through Friday 11:59 pm.
3. If a ‘non-owner’ of any trip is asked to pick up or drop any portion of a field trip, the ‘non owner’ driver will be compensated the hourly rate for actual time.
4. If a driver arrives for a field trip and the sponsor/students do not show up, the driver should contact the dispatcher or if after hours, the afterhours number to investigate. If it is determined the field trip is cancelled, provided the driver contacted the sponsor in advance of the trip and no notice was given of cancellation, the driver should turn in the cancellation/no show to the Field Trip Coordinator and will be compensated the hourly rate for time worked or a minimum of two (2) hours pay on non-school days. The driver will be assigned duties to complete for the time paid.
5. Overnight trip pay – drivers will receive instructions in their packet when accepting an overnight field trip assignment.
6. There are no pay guarantees for trips cancelled in advance.

I.09. Field Trip Guidelines

1. Field trip arrival guidelines:
   a. Employees need to arrive to the field trip pick up location at least 5 minutes prior to departure time.
   b. After the driver has arrived to the school, contact sponsor and communicate where the bus is parked. If your group does not show up after fifteen minutes, notify Field Trip Coordinator.
   c. If you are unable to contact the sponsor, secure the bus, and go into the office to notify the group you have arrived.
   d. Confirm the destination with the sponsor.
   e. Confirm with the sponsors unloading and parking information for any field trip venue.
   f. Driver must confirm the sponsor has payment for fees that incur during the duration of the field trip. **Drivers are not to pay for fees or to expect reimbursement for fees incurred during a field trip.**
2. Field trip loading guidelines:

a. Students must scan their SMART ids when loading and unloading. If students do not have their smart Id', driver must enter the students in tablet, manually loading and unloading. If the student does not have a SMART ID, confirm the sponsor has a roster of all students. The driver will need a copy in case of an accident.

b. Before departing and returning to the campus, the driver must verify with the teacher or sponsor that all students are accounted for. If students are missing the driver must notify dispatch immediately.

c. Take a count of students and adults and record on the Field Trip Driver Sheet.

d. Contact phone numbers and location information of the buses must be given to the sponsor of the group. Also, please confirm you have an accurate phone number for the sponsor.

e. Drivers must announce the Bus Emergency Procedure Statement before departing the location. This can be found at the bottom of the Field Trip Driver Sheet.

f. Occasionally, there will be items loaded on the bus such as: coolers, equipment, instruments, supplies, etc. Some items will have to be loaded through rear emergency door. The driver will need to open and close the rear door. The group is responsible for loading equipment onto the bus. The equipment must be loaded and secured in the seat area. The bus aisle and emergency exits cannot be blocked by any item at any time.

3. During the field trip guidelines:

a. Before departing the campus, confirm everyone has loaded including the sponsors.

b. All riders must be seated, and the aisle is to be clear before departing the location.

c. As you enter and leave school grounds or private property use your yellow loading lights.

d. After dropping off the group, driver must walk the bus.

e. Park where you are instructed or where you can see a safe way out. Park to prevent backing whenever possible. Also, make sure there is enough space between other vehicles to prevent the bus from being blocked in.

f. If backing cannot be avoided, then drivers are required to spot each other.

g. Frequently, you can unload and park away from regular traffic patterns.

h. Remember to check the clearance and fulfill safety requirements when parking.

i. If any requests are being made outside of the Field Trip Driver Sheet, Field Trip Coordinator must be contacted immediately. Drivers are not allowed to add stops, unless approved.

j. Some of the trips will require a stop to a convenience store, or a restaurant. This is allowed if the sponsor has so requested in advance and will be listed on the Field Trip Driver Sheet.

k. Make every effort to accomplish your trip in accord with the sponsor’s wishes. You can set limits and still enjoy a field trip.

l. If the trip requires students to bring fast food on the bus. The students and sponsors are expected to clean up the bus.
m. No glass is permitted on the bus.

n. Drivers on in-district field trips and shuttles are to remain at the destination for the duration of the trip. The driver needs to be available for an emergency or change in plans, at the discretion of the sponsor.

o. Drivers on out-of-district field trips must confirm lunch plans with the Sponsor. If the group is being transported to lunch, the driver may not leave the trip. If the group is not going to require transportation for lunch, the drivers may load onto one bus to get lunch. Please communicate in advance to the sponsor and notify the Field Trip Coordinator before departing for lunch. The drivers must be back to the group within one hour.

p. Uniforms MUST be worn on all field trips.

q. Employees must conduct themselves in a professional manner at all times during their trip.

r. Employees are not permitted to smoke or use tobacco products while on duty. (DH-LOCAL POLICY-Employees shall not use tobacco products on District premises, in District vehicles, or at school or school-related activities.)

4. **After the field trip guidelines:**
   
a. Walk the bus before departing campus.
   
b. Employees are responsible for refueling, sweeping, emptying the trash and securing (closing of windows and doors) of vehicles used once the trip is completed.
   
c. In the event you borrowed a bus and are not able to complete the cleaning responsibilities because of pm routes, then please arrange to clean and fuel after the pm routes.
   
d. If you are assigned a loaner bus that has not been cleaned, please notify dispatch before departing the bus lot. If dispatch was not notified the driver accepts the bus as it is and will return the clean bus and fueled.
   
e. Drivers that do not clean a loaner bus will be removed from the next bidding process.
   
f. Complete post trip inspection in SMART.
   
g. All employees must clock out within ten minutes of completing the post trip inspection, unless you are starting the PM route.
   
h. Report any difficulties to Field Trip Coordinator, so that future trips can be made enjoyable for the students and the driver.
   
i. Employees must report all damage caused by a group or individual immediately to the Field Trip Coordinator.

5. **Weekend field trip guidelines:**
   
a. Weekend field trips are guaranteed a total of 2 hours if cancelled after employee reports for duty. Employee may be assigned duties to complete for the remainder of the 2 hours.
   
b. It is the employees’ responsibility to get their keys for field trips that depart after 10:00 Am on Saturday and all Sunday field trips.
c. Employees must text the Field Trip Coordinator one hour before your pickup time for all Sunday and Holiday field trips.

6. Other field trips guidelines:
   a. Drivers that need to alternate the route because of accidents, crowded highways or streets must have approval from dispatch. Do not let someone else lead you into a dangerous or difficult situation.
   b. Additional persons not officially designated as part of the group are not allowed on the bus.
   c. Children required by law to be in child seats due to age are not allowed to ride buses without seat belts and approved restraint systems. Only authorized GPISD students and their authorized sponsors can ride the bus.
   d. Special equipment on Special Education buses used on field trips should be left exactly as found. Anything moved or removed should be replaced after the field trip has been completed.
   e. Chaperones are on the bus to help with student management, in keeping with that, they have no place to give a driver a directive. For example, the chaperone is not allowed to send a bus away, those instructions are only to come from the director or sponsor who is member of the staff for that campus on that trip.
Section J. Accident Review Board

J.01. Purpose
The Accident Review Board (ARB) is an advisory committee with two major purposes:

(1) To find the root causes of accidents involving GPISD vehicles which results in personal injury or property damage, to determine whether the collision was an accident or incident, and whether it was preventable or non-preventable; and
(2) To provide recommendations on training, route adjustments, etc. to the Director of Transportation or designee.

J.02. Members of the Collision Review Board
The Members of the Accident Review Board will have a voting membership of nine (9) individuals and one (1) Facilitator including:

(1) 4 assigned driver representatives,
(2) Director of Risk Manager
(3) Facilitator (Non-voting member);
(4) Safety and Training Coordinator; and
(5) Lead Mechanic
(6) Dispatcher
(7) Attendant

Driver representatives will serve a one-year term.

The Facilitator of the Board will be an appointed individual who serves as a record-keeper, sends notices for meetings, and documents and communicates decisions made by the Board.

J.03. Accident Investigation
All accidents will be investigated and reviewed by the board. Depending upon the seriousness of the violation as determined by the Director or Facilitator, disciplinary action may be warranted prior to the accident being reviewed by the Board. In any given instance an accident may be so serious as to warrant other disciplinary action or immediate termination, regardless of the number of accident in which the employee has been involved.
J.04. Accident Reports
Items that shall be provided to the Board include, but are not limited to:

(1) Investigator’s accident report
(2) Driver’s statements
(3) Witness statement(s) (if applicable)
(4) Pictures
(5) Bus audio/video
(6) Police Report (if applicable)

Accident reports are provided to the Board with names and bus numbers obliterated to ensure anonymity for the driver involved.

J.05. Employee Testimony
Employees who have an accident/incident being reviewed at the ARB will be given the opportunity to testify to the Board. Instructions and time will be provided by the Facilitator.

J.06. Board Rulings
A simple majority of the nine (9) voting members of the Board will determine the decisions of the Board.

J.07. Appeals Process
An employee has the right to appeal the decision of the Board. Once the employee is notified of the Board’s ruling, they must submit in writing within ten (10) business days their appeal to the Board Facilitator. The appeal will then be scheduled and heard by the Director and Facilitator.

Section K. Accident / Incident Preventability Guide
It is impossible to describe in detail the many ways a driver might prevent an accident/incident without being primarily or legally responsible. The paragraphs of this guide merely emphasize the most frequent occurrences based on past decisions of the Grand Prairie ISD Transportation Department.

K.01. Preventable Accident
A preventable accident/incident is any occurrence involving a district-owned or operated vehicle which results in property damage and/or personal injury or upon disposition of a moving traffic citation, regardless of who was injured, what property was damaged, to what extent, or where it occurred, in which the driver in question failed to do everything he/she reasonably could have done to prevent the occurrence. A defensive driver is one who commits no driving errors and makes allowances for the lack of skill or improper driving practice of the other motorist.

A defensive driver adjusts his own driving to compensate for unusual weather, road and traffic conditions, and is not tricked into an accident by the unsafe actions of pedestrians and other drivers. By
being alert to accident-inducing situations, he recognizes the need for preventable action in advance and takes the necessary precautions to prevent the accident. As a defensive driver, he/she knows when it is necessary to slow down, stop or yield his right-of-way to avoid involvement.

**K.02. Standard of Performance**

Accidents involve so many different factors that it is impossible to set hard and fast rules to classify them preventable or non-preventable. Each member of the ARB must make this determination. In making these decisions, a member will answer the question, “What standard of safe driving performance do we expect of our drivers in the district?” If a district is lenient, it condones a mediocre standard of safe driving performance. Drivers respect a strict interpretation of the rules so long as the district takes the time and effort to ensure that these interpretations of the rules are made consistently and impartially. The following paragraphs are offered as a guide in determining the preventability of accidents.

**K.03. Accidents Involving More Than One District Driver**

When two or more vehicles of a fleet are involved in the same accident, each driver may be charged with a PREVENTABLE accident, regardless of which one was primarily responsible for the occurrence. Although two or more employees may be riding in the same vehicle, a PREVENTABLE accident will be charged only against the person operating the vehicle.

**K.04. Witness Statements**

Each driver involved in an accident usually contributes to it in some degree. If the other driver admits he was at fault, it usually only means that he sees how he contributed to the situation. Admission of being at fault by the other driver, a record of the other driver being cited for a traffic violation, and witness or police statements of exoneration for the district driver are not, in themselves, conclusive evidence to adjudge an accident “non-preventable”. It is likely that the member driver contributed to the situation in some manner.

Statements of exoneration are generally based on legal responsibility without respect to the definition of preventability. Consequently, a careful study must be made of all conditions to determine how the employee in question contributed to the situation by acts of omission or commission.

Unless thorough investigation indicates that the employee in question could not have avoided involvement, by reasonable defensive driving practice, the following types of accidents will be regarded as PREVENTABLE.
K.05. Intersections
It is the responsibility of professional drivers to approach, enter and cross intersections prepared to avoid accidents that might occur through the action of other drivers. Complex traffic movement, blind intersections, or failure of the other driver to conform to law or traffic control devises will not automatically discharge an accident as non-preventable. Intersection accidents are PREVENTABLE even though the professional driver has not violated traffic regulations. His failure to take precautionary measures prior to entering the intersection is a factor to be studied in deciding. When a professional driver crosses an intersection and the obvious actions of the other driver incidents possible involvement either because of his excess speed, crossing his lane in turning, or coming from behind a blind spot, the decision based on such entrapment should be PREVENTABLE.

K.06. Backing
Practically all backing accidents are PREVENTABLE. A driver is not relieved of his/her responsibility to back safely when a guide is involved in the maneuver. A guide cannot control the movement of the vehicle; therefore, a driver must check all clearances for himself.

K.07. Front-End Collisions
Regardless of the abrupt or unexpected stop of the vehicle ahead, the driver can prevent front-end collisions by keeping a safe following distance at all times. This includes being prepared for possible obstructions on the highway, either in plain view or hidden by the crest of a hill or the curve of a roadway. Over driving headlights at night is a common cause of front-end collisions. Night speed should not be greater than that which will permit the vehicle to come to a stop within the forward distance illuminated by the vehicle’s headlights.

K.08. Rear-End Collisions
Investigation often discloses that drivers risk being struck from behind by failing to maintain a margin of safety in his own following distance. Rear-end collisions preceded by a roll-back, an abrupt stop at a grade crossing, when the driver fails to signal a turn at an intersection, should be charged PREVENTABLE. Failure to signal intentions or to slow down gradually should be considered PREVENTABLE.

K.09. Passing
Failure to pass safely shows faulty judgment and the failure to consider one or more of the important factors a driver must observe before attempting the maneuver. Unusual actions of the driver being passed or of oncoming traffic might appear to exonerate a driver involved in a passing accident; however, the entire passing maneuver is voluntary and the driver’s responsibility.

K.10. Being Passed
Sideswipes and cut-offs involving professional drivers while he is being passed are PREVENTABLE when he fails to yield to the passing vehicle by slowing down or moving to the right where possible.
K.11. Lane Encroachment
A safe driver is rarely a victim of entrapment by another driver when changing lanes. Similarly, entrapment in merging traffic is an indication of unwillingness to yield to other vehicles or to wait for a break in traffic.

Blind spots are not valid excuses for lane encroachment accidents. Drivers must make extra allowances to protect themselves in areas of limited sight distances.

Squeeze plays causing involvement with parked cars, pillars and other road structures can be PREVENTED by dropping back when it is apparent that the other driver is forcing the issue or contesting a common portion of the road.

K.12. Grade Crossings
Collisions with fixed rail vehicles such as trains, streetcars, etc., occurring at grade crossings, in traffic, in rail yard, switch area, or on private property are the responsibility of the professional driver to prevent.

K.13. Opposing Vehicles
It is extremely important to check the action of the district driver when involved in a head-on or sideswipe accident with a vehicle approaching from the opposite direction. Exact location of vehicles, prior to and at the point of impact, must be carefully verified. Even though an opposing vehicle was in a passing maneuver and the driver did not slow down, stop, or move to the right to allow the vehicle to re-enter his own lane, he has failed to prevent the occurrence. Failure to signal the opposing driver by flicking the headlights or sound the horn should also be considered.

K.14. Turning
Turning movements, like passing maneuvers, require the most preparation by a professional driver. “Squeeze plays” at the left or right turns involving other vehicles, scooters, bicycles, or pedestrians are the responsibility of the driver making the turn. Failure to signal, to check pedestrian lanes, or to take any other defensive action should be considered. Sudden turns by other drivers should be carefully examined. You may find that the driver failed to take precautionary action from tip-offs from the other vehicle immediately preceding the accident. U-turns by the driver that result in a collision are PREVENTABLE.

K.15. Passenger Accidents
Passenger accidents in any type of vehicle are PREVENTABLE when they are caused by faulty operation of the vehicle. Even though the incident did not involve a collision of the vehicle, it must be considered PREVENTABLE when the driver stops, turns, or accelerates abruptly. Emergency action by the district driver to avoid a collision that results in passenger injury should be checked to determine if proper driving prior to the emergency would have eliminated the need for the evasive maneuver.
K.16. Pedestrians
Traffic regulations and court decisions favor the pedestrian hit by a moving vehicle. An unusual route of a pedestrian at mid-block or from between parked vehicles does not necessarily relieve a driver from taking precautions to prevent such accidents.

Whether speed limits are posted, or the area is placarded with warning signs, speed too fast for conditions may be involved. School zones, shopping areas, residential streets, and other areas with special pedestrian traffic must be traveled at reduced speeds equal to the particular situation. Young and inexperienced operators generally operate bicycles, motor scooters, and similar equipment. The driver who fails to reduce his speed when this type of equipment is operated within his sight distance has failed to take the necessary precautions to prevent an accident. Keeping within posted speed limits is not taking the proper precaution when unusual conditions call for voluntary reduction of speed.

K.17. Weather
Adverse weather conditions are not valid excuses for being involved in an accident. Rain, snow, fog, sleet or icy pavements have never caused an accident. These conditions merely increase the hazards of driving. Failure to adjust driving to the prevailing weather conditions, or to “call it a day” when necessary, should be cause for deciding an accident PREVENTABLE.

K.18. Alleys, Driveways and Plant Entrances
Accidents involving traffic originating from alleys, driveways, plant entrances and other special intersecting locations should be carefully analyzed to determine what measures the professional driver might have taken to avoid the occurrences. Failure to slow down, sound a warning or to yield to the other driver can be considered cause to judge such an accident PREVENTABLE.

K.19. Fixed Objects
Collisions with fixed objects are PREVENTABLE. They usually involve failure to check or properly judge clearances. New routes, strange delivery points, resurfaced pavements under viaducts, inclined entrances to docks, marquees projecting over traveled section of road, and similar situations are not in themselves, valid reasons for excusing a driver from being involved. He/she must be constantly on the lookout for such conditions and make the necessary allowances.

K.20. Private Property
When a driver is expected to make stops at unusual locations, parking lots, etc., or on driveways not built to support heavy vehicles, it is the responsibility of the driver to discuss the operation with the proper authorities and to obtain permission prior to entering the area.
K.22. Parking and Standing
Unconventional parking locations, including double parking, failure to put out warning devices, etc., generally constitutes evidence for judging an accident PREVENTABLE.

Rollaway accidents from a parked position normally should be classified PREVENTABLE. This includes unauthorized entry into an unlocked and unattended vehicle, failure to properly block wheels or to turn wheels toward the curb to prevent vehicle movement.

Failure to set the park brake and/or the service brake while loading or unloading students or equipment, parking or standing - including, but not limited to, fueling, parking in designated parking space or in shop area will result in a preventable incident.

Section L. Statutes, Codes and Regulations

L.01. TEXAS EDUCATION CODE
Current through conclusion of 84th Texas Legislative Session (2015) § 26.009. Consent Required for Certain Activities

Sec. 26.009. CONSENT REQUIRED FOR CERTAIN ACTIVITIES. (a) An employee of a school district must obtain the written consent of a child's parent before the employee may:
(1) Conduct a psychological examination, test, or treatment, unless the examination, test, or treatment is required under Section 38.004 or state or federal law regarding requirements for special education; or
(2) Make or authorize the making of a videotape of a child or record or authorize the recording of a child's voice.

(b) An employee of a school district is not required to obtain the consent of a child's parent before the employee may make a videotape of a child or authorize the recording of a child's voice if the videotape or voice recording is to be used only for:
(1) Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
(2) A purpose related to a curricular or extracurricular activity;
(3) A purpose related to regular classroom instruction; or
(4) Media coverage of the school.


§ 34.003. Operation of School Buses

Sec. 34.003. OPERATION OF SCHOOL BUSES. (a) School buses or mass transit authority motor buses shall be used for the transportation of students to and from schools on routes having 10 or more students. On those routes having fewer than 10 students, passenger cars may be used for the transportation of students to and from school.

(b) To transport students in connection with school activities other than on routes to and from school:
Only school buses or motor buses may be used to transport 15 or more students in any one vehicle; and

(2) Passenger cars or passenger vans may be used to transport fewer than 15 students.

(c) In all circumstances in which passenger cars or passenger vans are used to transport students, the operator of the vehicle shall ensure that the number of passengers in the vehicle does not exceed the designed capacity of the vehicle and that each passenger is secured by a safety belt.

(d) In this section, "passenger van" means a motor vehicle other than a motorcycle or passenger car, used to transport persons and designed to transport 15 or fewer passengers, including the driver.

(e) "Motor bus" means a vehicle designed to transport more than 15 passengers, including the driver.


§ 34.004. Standing Children

Sec. 34.004. STANDING CHILDREN. A school district may not require or allow a child to stand on a school bus or passenger van that is in motion.


§ 34.015. Reporting of Bus Accidents

Sec. 34.015. REPORTING OF BUS ACCIDENTS. (a) In this section, "bus" means a bus operated by or contracted for use by a school district to transport schoolchildren.

(b) A school district shall report annually to the Texas Education Agency the number of accidents in which the district's buses are involved. The agency by rule shall determine the information to be reported, including:

(1) The type of bus involved in the accident;
(2) Whether the bus was equipped with seat belts;
(3) The number of students and adults involved in the accident;
(4) The number and types of injuries sustained by bus passengers in the accident; and
(5) Whether the injured passengers were wearing seat belts at the time of the accident.

(c) The Texas Education Agency shall publish the reports received under this section on its Internet website.

Added by Acts 2007, 80th Leg., R.S., Ch. 259 (H.B. 323), Sec. 3, eff. September 1, 2007.

§ 37.0022. Removal by School Bus Driver

Sec. 37.0022. REMOVAL BY SCHOOL BUS DRIVER. (a) The driver of a school bus transporting students to or from school or a school-sponsored or school-related activity may send a student to the principal's office to maintain effective discipline on the school bus. The principal shall respond by employing appropriate discipline management techniques consistent with the student code of conduct adopted under Section 37.001.

(b) Section 37.004 applies to any placement under Subsection (a) of a student with a disability who receives special education services.
§ 37.125. Exhibition of Firearms

Sec. 37.125. EXHIBITION OF FIREARMS. (a) A person commits an offense if, in a manner intended to cause alarm or personal injury to another person or to damage school property, the person intentionally exhibits, uses, or threatens to exhibit or use a firearm:

(1) In or on any property, including a parking lot, parking garage, or other parking area, that is owned by a private or public school; or
(2) On a school bus being used to transport children to or from school-sponsored activities of a private or public school.

(b) An offense under this section is a third-degree felony.

Amended by:
Acts 2007, 80th Leg., R.S., Ch. 704 (H.B. 2112), Sec. 1, eff. September 1, 2007.
Acts 2013, 83rd Leg., R.S., Ch. 1407 (S.B. 1541), Sec. 2, eff. June 14, 2013.

§ 37.126. Disruption of Transportation

Sec. 37.126. DISRUPTION OF TRANSPORTATION. (a) Except as provided by Section 37.125, a person other than a primary or secondary grade student commits an offense if the person intentionally disrupts, prevents, or interferes with the lawful transportation of children:

(1) To or from school on a vehicle owned or operated by a county or independent school district; or
(2) To or from an activity sponsored by a school on a vehicle owned or operated by a county or independent school district.

(b) An offense under this section is a Class C misdemeanor.

(c) It is an exception to the application of Subsection (a)(1) that, at the time the person engaged in conduct prohibited under that subdivision, the person was younger than 12 years of age.

Amended by:
Acts 2011, 82nd Leg., R.S., Ch. 691 (H.B. 359), Sec. 5, eff. September 1, 2011.
Acts 2013, 83rd Leg., R.S., Ch. 1407 (S.B. 393), Sec. 11, eff. September 1, 2013.
Acts 2013, 83rd Leg., R.S., Ch. 1409 (S.B. 1114), Sec. 7, eff. September 1, 2013.

§ 38.006. Tobacco on School Property

The board of trustees of a school district shall: prohibit smoking or using tobacco products at a school-related or school-sanctioned activity on or off school property; prohibit students from possessing tobacco products at a school-related or school-sanctioned activity on or off school property; and ensure that school personnel enforce the policies on school property.

§ 38.007. Alcohol-Free School Zones *

The board of trustees of a school district shall prohibit the use of alcoholic beverages at a school-related or school-sanctioned activity on or off school property.
§ 521.022. Restrictions on Operators of Certain School Buses

Sec. 521.022. RESTRICTIONS ON OPERATORS OF CERTAIN SCHOOL BUSES. (a) A person under 18 years of age may not operate a school bus for the transportation of students.

(b) A person who is 18 years of age or older may not operate a school bus unless the person holds an appropriate class of driver's license for the vehicle being operated.

(c) A person may not operate a school bus for the transportation of students unless the person meets the mental and physical capability requirements the department establishes by rule and has passed an examination approved by the department to determine the person's mental and physical capabilities to operate a school bus safely. A physician, advanced practice nurse, or physician assistant may conduct the examination. An ophthalmologist, optometrist, or therapeutic optometrist may conduct the part of the examination relating to the person's vision. Each school bus operator must pass the examination annually.

(d) A person may not operate a school bus for the transportation of students unless the person's driving record is acceptable according to minimum standards adopted by the department. A check of the person's driving record shall be made with the department annually. The minimum standards adopted by the department must provide that a person's driving record is not acceptable if the person has been convicted of an offense under Section 49.04, 49.045, 49.07, or 49.08, Penal Code, within the 10-year period preceding the date of the check of the person's driving record.

(e) A person may not operate a school bus for the transportation of students unless the person is certified in school bus safety education or has enrolled in a school bus safety education class under provisions adopted by the department. Effective on the date and under provisions determined by the department, a school bus operator must hold a card that states that the operator is enrolled in or has completed a driver training course approved by the department in school bus safety education. The card is valid for three years.

(f) Before a person is employed to operate a school bus to transport students, the employer must obtain a criminal history record check. A school district, school, service center, or shared services arrangement, or a commercial transportation company under contract with a school district, that obtains information that a person has been convicted of a felony or misdemeanor involving moral turpitude may not employ the person to drive a school bus on which students are transported unless the employment is approved by the board of trustees of the school district or the board's designee.

(g) This section does not affect the right of an otherwise qualified person with a hearing disability to be licensed, certified, and employed as a bus operator for vehicles used to transport hearing-impaired students.

(h) This section does not apply to the operation of a vehicle owned by a public institution of higher education to transport students of a school district that operates within that institution if:

(1) The person operating the vehicle is approved by the institution to operate the vehicle; and

(2) The transportation is for a special event, including a field trip.

(i) For purposes of this section, "school bus" includes a school activity bus as defined by Section 541.201.


Amended by:

Acts 2007, 80th Leg., R.S., Ch. 923 (H.B. 3190), Sec. 1, eff. September 1, 2007.
§ 522.061. Notification of Conviction to Department or Employer

Sec. 522.061. NOTIFICATION OF CONVICTION TO DEPARTMENT OR EMPLOYER. (a) A person who holds or is required to hold a commercial driver’s license under this chapter and who is convicted in another state of violating a state law or local ordinance relating to motor vehicle traffic control shall notify the department in the manner specified by the department not later than the seventh day after the date of conviction.

(b) A person who holds or is required to hold a commercial driver’s license under this chapter and who is convicted in this state or another state of violating a state law or local ordinance relating to motor vehicle traffic control, including a law regulating the operation of vehicles on highways, shall notify the person’s employer in writing of the conviction not later than the seventh day after the date of conviction.

(c) A notification to the department or an employer must be in writing and must contain:
   (1) The driver’s full name;
   (2) The driver’s license number;
   (3) The date of conviction;
   (4) The nature of the violation;
   (5) A notation of whether the violation was committed in a commercial motor vehicle;
   (6) The location where the offense was committed; and
   (7) The driver’s signature.

(d) This section does not apply to a parking violation.

Amended by:
   Acts 2009, 81st Leg., R.S., Ch. 1146 (H.B. 2730), Sec. 17.01, eff. September 1, 2009.

§ 522.063. Notification of Disqualification

Sec. 522.063. NOTIFICATION OF DISQUALIFICATION. A person who is denied the privilege of driving a commercial motor vehicle in a state for any period, who is disqualified from driving a commercial motor vehicle, or who is subject to an out-of-service order shall notify the person’s employer of that fact before the end of the first business day after the date the person receives notice of that fact.


§ 522.064. Notification of Previous Employment and Offenses

Sec. 522.064. NOTIFICATION OF PREVIOUS EMPLOYMENT AND OFFENSES. (a) A person who applies for employment as a commercial motor vehicle driver shall provide the employer, at the time of the application, with the following information for the 10 years preceding the date of application:

   (1) A list of the names and addresses of the applicant’s previous employers for which the applicant drove a commercial motor vehicle;
   (2) The dates between which the applicant drove for each employer;
   (3) The reason for leaving the employment of each employer; and
   (4) Each specific criminal offense or serious traffic violation of which the applicant has been convicted and each suspension, revocation, or cancellation of driving privileges that resulted from the conviction.

(b) The applicant must certify that the information furnished is true and complete. An employer may require an applicant to provide additional information. Before an application is submitted, the employer shall inform the applicant that the information provided by the applicant under this section may
be used, and the applicant's previous employers may be contacted, to investigate the applicant's work history.

(c) An employer shall require each applicant to provide the information specified by Subsections (a) and (b).


§ 522.081. Disqualification

Note: this section was amended by the 84th Legislature. Pending publication of the current statutes, see H.B. 1888, 84th Legislature, Regular Session, for amendments affecting this section. Changes effective January 1, 2016.

Sec. 522.081. DISQUALIFICATION. (a) This subsection applies to a violation committed while operating any motor vehicle, including a commercial motor vehicle. A person who holds a commercial driver's license is disqualified from driving a commercial motor vehicle for:

(1) 60 days if convicted of:

(A) Two serious traffic violations that occur within a three-year period; or

(B) One violation of a law that regulates the operation of a motor vehicle at a railroad grade crossing; or

(2) 120 days if convicted of:

(A) Three serious traffic violations arising from separate incidents occurring within a three-year period; or

(B) Two violations of a law that regulates the operation of a motor vehicle at a railroad grade crossing that occur within a three-year period.

(b) This subsection applies to a violation committed while operating any motor vehicle, including a commercial motor vehicle, except as provided by this subsection. A person who holds a commercial driver's license is disqualified from driving a commercial motor vehicle for one year:

(1) If convicted of three violations of a law that regulates the operation of a motor vehicle at a railroad grade crossing that occur within a three-year period;

(2) On first conviction of:

(A) Driving a motor vehicle under the influence of alcohol or a controlled substance, including a violation of Section 49.04 or 49.07, Penal Code;

(B) Leaving the scene of an accident involving a motor vehicle driven by the person;

(C) Using a motor vehicle in the commission of a felony, other than a felony described by Subsection (d)(2);

(D) Causing the death of another person through the negligent or criminal operation of a motor vehicle; or

(E) Driving a commercial motor vehicle while the person's commercial driver's license is revoked, suspended, or canceled, or while the person is disqualified from driving a commercial motor vehicle, for an action or conduct that occurred while operating a commercial motor vehicle;

(3) for refusing to submit to a test under Chapter 724 to determine the person's alcohol concentration or the presence in the person's body of a controlled substance or drug while operating a motor vehicle in a public place; or

(4) if an analysis of the person's blood, breath, or urine under Chapter 522, 524, or 724 determines that the person:

(A) had an alcohol concentration of 0.04 or more, or that a controlled substance or drug was present in the person's body, while operating a commercial motor vehicle in a public place; or

(B) Had an alcohol concentration of 0.08 or more while operating a motor vehicle, other than a commercial motor vehicle, in a public place.

(c) A person who holds a commercial driver's license is disqualified from operating a commercial motor vehicle for three years if:
(1) The person:
   (A) is convicted of an offense listed in Subsection (b)(2) and the vehicle being
       operated by the person was transporting a hazardous material required to be placarded; or
   (B) refuses to submit to a test under Chapter 724 to determine the person's
       alcohol concentration or the presence in the person's body of a controlled substance or drug while
       operating a motor vehicle in a public place and the vehicle being operated by the person was transporting
       a hazardous material required to be placarded; or
   (2) An analysis of the person's blood, breath, or urine under Chapter 522, 524, or 724
determines that while transporting a hazardous material required to be placarded the person:
       (A) while operating a commercial motor vehicle in a public place had an
           alcohol concentration of 0.04 or more, or a controlled substance or drug present in the person's body; or
       (B) while operating a motor vehicle, other than a commercial motor vehicle, in
           a public place had an alcohol concentration of 0.08 or more.
   (d) A person is disqualified from driving a commercial motor vehicle for life:
       (1) if the person is convicted two or more times of an offense specified by Subsection
           (b)(2), or a combination of those offenses, arising from two or more separate incidents;
       (2) if the person uses a motor vehicle in the commission of a felony involving:
           (A) the manufacture, distribution, or dispensing of a controlled substance; or
           (B) possession with intent to manufacture, distribute, or dispense a controlled
               substance;
       (3) For any combination of two or more of the following, arising from two or more
           separate incidents:
           (A) a conviction of the person for an offense described by Subsection (b)(2);
           (B) a refusal by the person described by Subsection (b)(3); and
           (C) an analysis of the person's blood, breath, or urine described by Subsection
               (b)(4); or
       (4) if the person uses a motor vehicle in the commission of an offense under 8 U.S.C.
           Section 1324 that involves the transportation, concealment, or harboring of an alien.
   (e) A person may not be issued a commercial driver's license and is disqualified from operating
       a commercial motor vehicle if, in connection with the person's operation of a commercial motor vehicle,
       the person commits an offense or engages in conduct that would disqualify the holder of a commercial
       driver's license from operating a commercial motor vehicle, or is determined to have had an alcohol
       concentration of 0.04 or more or to have had a controlled substance or drug present in the person's body.
       The period of prohibition under this subsection is equal to the appropriate period of disqualification
       required by Subsections (a)-(d).
   (f) In this section, “felony” means an offense under state or federal law that is punishable by
       death or imprisonment for a term of more than one year.
   (g) A person who holds a commercial driver's license is disqualified from operating a
       commercial motor vehicle if the person's driving is determined to constitute an imminent hazard under 49
       C.F.R. Section 383.52. The disqualification is for the disqualification period imposed under that section
       and shall be noted on the person's driving record.
   (h) A disqualification imposed under Subsection (g) must run concurrently with any imminent
       hazard disqualification that is then currently in effect.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by Acts 2001, 77th Leg., ch. 941,
Sec. 10, eff. Sept. 1, 2001; Acts 2003, 78th Leg., ch. 991, Sec. 7, eff. June 1, 2005; Acts 2003, 78th
Leg., ch. 1325, Sec. 8.02, eff. June 1, 2005.
Amended by:
Acts 2005, 79th Leg., Ch. 357 (S.B. 1257), Sec. 3, eff. September 1, 2005.
Acts 2007, 80th Leg., R.S., Ch. 424 (S.B. 1372), Sec. 10, eff. January 1, 2008.
Acts 2009, 81st Leg., R.S., Ch. 1146 (H.B. 2730), Sec. 18.01, eff. September 1, 2009.
§ 522.101. Driving While Having Alcohol in System Prohibited *

Sec. 522.101. DRIVING WHILE HAVING ALCOHOL IN SYSTEM PROHIBITED. (a) Notwithstanding any other law of this state, a person may not drive a commercial motor vehicle in this state while having a measurable or detectable amount of alcohol in the person's system.

(b) A person who violates Subsection (a) or who refuses to submit to an alcohol test under Section 522.102 shall be placed out of service for 24 hours.

(c) A peace officer may issue an out-of-service order based on probable cause that the person has violated this section. The order must be on a form approved by the department. The peace officer shall submit the order to the department.


§ 545.066. Passing a school Bus; Offense *

Sec. 545.066. PASSING A SCHOOL BUS; OFFENSE. (a) An operator on a highway, when approaching from either direction a school bus stopped on the highway to receive or discharge a student:

(1) Shall stop before reaching the school bus when the bus is operating a visual signal as required by Section 547.701; and

(2) May not proceed until:

(A) The school bus resumes motion;

(B) The operator is signaled by the bus driver to proceed; or

(C) The visual signal is no longer actuated.

(b) An operator on a highway having separate roadways is not required to stop:

(1) For a school bus that is on a different roadway; or

(2) If on a controlled-access highway, for a school bus that is stopped:

(A) In a loading zone that is a part of or adjacent to the highway; and

(B) Where pedestrians are not permitted to cross the roadway.

(c) An offense under this section is a misdemeanor punishable by a fine of not less than $500 or more than $1,250, except that the offense is:

(1) a misdemeanor punishable by a fine of not less than $1,000 or more than $2,000 if the person is convicted of a second or subsequent offense under this section committed within five years of the date on which the most recent preceding offense was committed;

(2) a Class A misdemeanor if the person causes serious bodily injury to another; or

(3) a state jail felony if the person has been previously convicted under Subdivision (2).

(d) The court may order that the driver's license of a person convicted of a second or subsequent offense under this section be suspended for not longer than six months beginning on the date of conviction. In this subsection, "driver's license" has the meaning assigned by Chapter 521.

(e) If a person does not pay the previously assessed fine or costs on a conviction under this section, or is determined by the court to have insufficient resources or income to pay a fine or costs on a conviction under this section, the court may order the person to perform community service. The court shall set the number of hours of service under this subsection.

(f) For the purposes of this section:

(1) a highway is considered to have separate roadways only if the highway has roadways separated by an intervening space on which operation of vehicles is not permitted, a physical barrier, or a clearly indicated dividing section constructed to impede vehicular traffic; and

(2) a highway is not considered to have separate roadways if the highway has roadways separated only by a left turn lane.

§ 545.2535. School Buses to Stop at All Railroad Grade Crossings

Sec. 545.2535. SCHOOL BUSES TO STOP AT ALL RAILROAD GRADE CROSSINGS. (a) Except as provided by Subsection (c), the operator of a school bus, before crossing a track at a railroad grade crossing:

(1) Shall stop the vehicle not closer than 15 feet or farther than 50 feet from the track;
(2) While stopped, shall listen and look in both directions along the track for an approaching train and signals indicating the approach of a train; and
(3) May not proceed until it is safe to do so.

(b) After stopping as required by Subsection (a), the operator may proceed in a gear that permits the vehicle to complete the crossing without a change of gears. The operator may not shift gears while crossing the track.

(c) An operator is not required to stop at:

(1) An abandoned railroad grade crossing that is marked with a sign reading "tracks out of service"; or
(2) An industrial or spur line railroad grade crossing that is marked with a sign reading "exempt."

(d) A sign under Subsection (c) may be erected only by or with the consent of the appropriate state or local governmental official.

Added by Acts 1997, 75th Leg., ch. 1061, Sec. 16, eff. Sept. 1, 1997; Acts 1997, 75th Leg., ch. 1438, Sec. 11, eff. Sept. 1, 1997.

§ 545.352. Prima Facie Speed Limits.

Sec. 545.352. PRIMA FACIE SPEED LIMITS. (a) A speed in excess of the limits established by Subsection (b) or under another provision of this subchapter is prima facie evidence that the speed is not reasonable and prudent and that the speed is unlawful.

(b) Unless a special hazard exists that requires a slower speed for compliance with Section 545.351(b), the following speeds are lawful:

(1) 30 miles per hour in an urban district on a street other than an alley and 15 miles per hour in an alley;
(2) Except as provided by Subdivision (4), 70 miles per hour on a highway numbered by this state or the United States outside an urban district, including a farm-to-market or ranch-to-market road;
(3) Except as provided by Subdivision (4), 60 miles per hour on a highway that is outside an urban district and not a highway numbered by this state or the United States;
(4) Outside an urban district:
   (A) 60 miles per hour if the vehicle is a school bus that has passed a commercial motor vehicle inspection under Section 548.201 and is on a highway numbered by the United States or this state, including a farm-to-market road; or
   (B) 50 miles per hour if the vehicle is a school bus that:
      (i) Has not passed a commercial motor vehicle inspection under Section 548.201; or
      (ii) Is traveling on a highway not numbered by the United States or this state;
(5) On a beach, 15 miles per hour; or
(6) On a county road adjacent to a public beach, 15 miles per hour, if declared by the commissioners’ court of the county.
(c) The speed limits for a bus or other vehicle engaged in the business of transporting passengers for compensation or hire, for a commercial vehicle used as a highway post office vehicle for highway post office service in the transportation of United States mail, for a light truck, and for a school activity bus are the same as required for a passenger car at the same time and location.

(d) In this section:

1. "Interstate highway" means a segment of the national system of interstate and defense highways that is:
   (A) Located in this state;
   (B) Officially designated by the Texas Transportation Commission; and
   (C) Approved under Title 23, United States Code.

2. "Light truck" means a truck with a manufacturer’s rated carrying capacity of not more than 2,000 pounds, including a pick-up truck, panel delivery truck, and carry-all truck.

3. "Urban district" means the territory adjacent to and including a highway, if the territory is improved with structures that are used for business, industry, or dwelling houses and are located at intervals of less than 100 feet for a distance of at least one-quarter mile on either side of the highway.

(e) An entity that establishes or alters a speed limit under this subchapter shall establish the same speed limit for daytime and nighttime.


Amended by:

Acts 2011, 82nd Leg., R.S., Ch. 265 (H.B. 1353), Sec. 1, eff. September 1, 2011.
Acts 2011, 82nd Leg., R.S., Ch. 265 (H.B. 1353), Sec. 2, eff. September 1, 2011.

§ 547.701. Additional Equipment Requirements for School Buses

Sec. 547.701. ADDITIONAL EQUIPMENT REQUIREMENTS FOR SCHOOL BUSES AND OTHER BUSES USED TO TRANSPORT SCHOOLCHILDREN. (a) A school bus shall be equipped with:

1. a convex mirror or other device that reflects to the school bus operator a clear view of the area immediately in front of the vehicle that would otherwise be hidden from view; and

2. Signal lamps that:
   (A) Are mounted as high and as widely spaced laterally as practicable;
   (B) display four alternately flashing red lights, two located on the front at the same level and two located on the rear at the same level; and
   (C) Emit a light visible at a distance of 500 feet in normal sunlight.

(b) A school bus may be equipped with:

1. Rooftop warning lamps:
   (A) that conform to and are placed on the bus in accordance with specifications adopted under Section 34.002, Education Code; and
   (B) that are operated under rules adopted by the school district; and

2. Movable stop arms:
   (A) That conform to regulations adopted under Section 34.002, Education Code; and
   (B) That may be operated only when the bus is stopped to load or unload students.

(c) When a school bus is being stopped or is stopped on a highway to permit students to board or exit the bus, the operator of the bus shall activate all flashing warning signal lights and other equipment on the bus designed to warn other drivers that the bus is stopping to load or unload children. A person
may not operate such a light or other equipment except when the bus is being stopped or is stopped on a highway to permit students to board or exit the bus.

(d) The exterior of a school bus may not bear advertising or another paid announcement directed at the public if the advertising or announcement distracts from the effectiveness of required safety warning equipment. The department shall adopt rules to implement this subsection. A school bus that violates this section or rules adopted under this section shall be placed out of service until it complies.

Text of subsection effective September 1, 2009, in accordance with Acts 2009, 81st Leg., R.S., Ch. 1328, Sec. 90.

(e) In this subsection, "bus" includes a school bus and a school activity bus. A bus operated by or contracted for use by a school district for the transportation of schoolchildren shall be equipped with a three-point seat belt for each passenger, including the operator. This subsection applies to:

(1) Each bus purchased by a school district on or after September 1, 2010, for the transportation of schoolchildren; and
(2) Each school-chartered bus contracted for use by a school district on or after September 1, 2011, for the transportation of schoolchildren.

(f) A school district is required to comply with Subsection (e) only to the extent that the legislature has appropriated money for the purpose of reimbursing school districts for expenses incurred in complying with Subsection (e).

Acts 2007, 80th Leg., R.S., Ch. 259 (H.B. 323), Sec. 1, eff. September 1, 2007.
Acts 2007, 80th Leg., R.S., Ch. 259 (H.B. 323), Sec. 2, eff. September 1, 2007.
Acts 2009, 81st Leg., R.S., Ch. 1328 (H.B. 3646), Sec. 90(c), eff. September 1, 2009.
Acts 2011, 82nd Leg., R.S., Ch. 451 (S.B. 1610), Sec. 1, eff. September 1, 2011.

§ 547.7011. Additional Equipment Requirements for other Buses

Sec. 547.7011. ADDITIONAL EQUIPMENT REQUIREMENTS FOR OTHER BUSES. (a) A bus, other than a school bus, that provides public transportation and that was acquired on or after September 1, 1997, shall be equipped with two or more hazard lamps that:

(1) Are mounted at the same level on the rear of the bus;
(2) are visible at a distance of 500 feet in normal sunlight;
(3) Flash; and
(4) Emit amber light.

(b) An operator of a bus to which this section applies shall activate the hazard lamps if the bus stops to load or unload a person under 18 years of age.

(c) A bus to which this section applies must bear a sign on the rear of the bus stating: "Caution-children may be exiting".

Added by Acts 1997, 75th Leg., ch. 1131, Sec. 1, eff. Sept. 1, 1997.

§ 547.7012. Requirements for Multifunction School Activity Buses

Sec. 547.7012. REQUIREMENTS FOR MULTIFUNCTION SCHOOL ACTIVITY BUSES. A multifunction school activity bus may not be painted National School Bus Glossy Yellow.

Added by Acts 2007, 80th Leg., R.S., Ch. 923 (H.B. 3190), Sec. 6, eff. September 1, 2007.
§ 547.7015. Rules Relating to School Buses

Sec. 547.7015. RULES RELATING TO SCHOOL BUSES. (a) The department shall adopt and enforce rules governing the design, color, lighting and other equipment, construction, and operation of a school bus for the transportation of schoolchildren that is:
   (1) Owned and operated by a school district in this state; or
   (2) Privately owned and operated under a contract with a school district in this state.
(b) In adopting rules under this section, the department shall emphasize:
   (1) Safety features; and
   (2) Long-range, maintenance-free factors.
(c) Rules adopted under this section:
   (1) Apply to each school district, the officers and employees of a district, and each person employed under contract by a school district; and
   (2) Shall by reference be made a part of any contract that is entered into by a school district in this state for the transportation of schoolchildren on a privately-owned school bus.


§ 550.021. Accident Involving Personal Injury or Death

Sec. 550.021. ACCIDENT INVOLVING PERSONAL INJURY OR DEATH. (a) The operator of a vehicle involved in an accident that results or is reasonably likely to result in injury to or death of a person shall:
   (1) Immediately stop the vehicle at the scene of the accident or as close to the scene as possible;
   (2) Immediately return to the scene of the accident if the vehicle is not stopped at the scene of the accident;
   (3) Immediately determine whether a person is involved in the accident, and if a person is involved in the accident, whether that person requires aid; and
   (4) Remain at the scene of the accident until the operator complies with the requirements of Section 550.023.
(b) An operator of a vehicle required to stop the vehicle by Subsection (a) shall do so without obstructing traffic more than is necessary.
(c) A person commits an offense if the person does not stop or does not comply with the requirements of this section. An offense under this section:
   (1) Involving an accident resulting in:
      (A) Death of a person is a felony of the second degree; or
      (B) Serious bodily injury, as defined by Section 1.07, Penal Code, to a person is a felony of the third degree; and
   (2) Involving an accident resulting in injury to which Subdivision (1) does not apply is punishable by:
      (A) Imprisonment in the Texas Department of Criminal Justice for not more than five years or confinement in the county jail for not more than one year;
      (B) A fine not to exceed $5,000; or
      (C) Both the fine and the imprisonment or confinement.

Acts 1995, 74th Leg., ch. 165, Sec. 1, eff. Sept. 1, 1995. Amended by:
   Acts 2007, 80th Leg., R.S., Ch. 97 (H.B. 1840), Sec. 2, eff. September 1, 2007.
§ 550.022. Accident Involving Damage to Vehicle

Sec. 550.022. ACCIDENT INVOLVING DAMAGE TO VEHICLE. (a) Except as provided by Subsection (b), the operator of a vehicle involved in an accident resulting only in damage to a vehicle that is driven or attended by a person shall:

(1) Immediately stop the vehicle at the scene of the accident or as close as possible to the scene of the accident without obstructing traffic more than is necessary;
(2) Immediately return to the scene of the accident if the vehicle is not stopped at the scene of the accident; and
(3) Remain at the scene of the accident until the operator complies with the requirements of Section 550.023.

(b) If an accident occurs on a main lane, ramp, shoulder, median, or adjacent area of a freeway in a metropolitan area and each vehicle involved can be normally and safely driven, each operator shall move the operator's vehicle as soon as possible to a designated accident investigation site, if available, a location on the frontage road, the nearest suitable cross street, or other suitable location to complete the requirements of Section 550.023 and minimize interference with freeway traffic.

(c) A person commits an offense if the person does not stop or does not comply with the requirements of Subsection (a). An offense under this subsection is:

(1) A Class C misdemeanor, if the damage to all vehicles is less than $200; or
(2) A Class B misdemeanor, if the damage to all vehicles is $200 or more.

(c-1) A person commits an offense if the person does not comply with the requirements of Subsection (b). An offense under this subsection is a Class C misdemeanor.

(d) In this section, a vehicle can be normally and safely driven only if the vehicle:

(1) Does not require towing; and
(2) Can be operated under its own power and in its usual manner, without additional damage or hazard to the vehicle, other traffic, or the roadway.

Amended by:
Acts 2005, 79th Leg., Ch. 1066 (H.B. 1484), Sec. 1, eff. September 1, 2005.

§ 550.023. Duty to Give Information and Render Aid

Sec. 550.023. DUTY TO GIVE INFORMATION AND RENDER AID. The operator of a vehicle involved in an accident resulting in the injury or death of a person or damage to a vehicle that is driven or attended by a person shall:

(1) give the operator's name and address, the registration number of the vehicle the operator was driving, and the name of the operator's motor vehicle liability insurer to any person injured or the operator or occupant of or person attending a vehicle involved in the collision;
(2) if requested and available, show the operator's driver's license to a person described by Subdivision (1); and
(3) Provide any person injured in the accident reasonable assistance, including transporting or making arrangements for transporting the person to a physician or hospital for medical treatment if it is apparent that treatment is necessary, or if the injured person requests the transportation.


§ 550.024. Duty on Striking Unattended Vehicle
Sec. 550.024. DUTY ON STRIKING UNATTENDED VEHICLE. (a) The operator of a vehicle that collides with and damages an unattended vehicle shall immediately stop and:

(1) Locate the operator or owner of the unattended vehicle and give that person the name and address of the operator and the owner of the vehicle that struck the unattended vehicle; or

(2) Leave in a conspicuous place in, or securely attach in a plainly visible way to, the unattended vehicle a written notice giving the name and address of the operator and the owner of the vehicle that struck the unattended vehicle and a statement of the circumstances of the collision.

(b) A person commits an offense if the person violates Subsection (a). An offense under this section is:

(1) A Class C misdemeanor, if the damage to all vehicles involved is less than $200; or

(2) A Class B misdemeanor, if the damage to all vehicles involved is $200 or more.


§ 550.025. Duty on Striking Fixtures or Highway Landscaping

Sec. 550.025. DUTY ON STRIKING STRUCTURE, FIXTURE, OR HIGHWAY LANDSCAPING. (a) The operator of a vehicle involved in an accident resulting only in damage to a structure adjacent to a highway or a fixture or landscaping legally on or adjacent to a highway shall:

(1) Take reasonable steps to locate and notify the owner or person in charge of the property of the accident and of the operator's name and address and the registration number of the vehicle the operator was driving;

(2) If requested and available, show the operator's driver's license to the owner or person in charge of the property; and

(3) Report the accident if required by Section 550.061.

(b) A person commits an offense if the person violates Subsection (a). An offense under this section is:

(1) A Class C misdemeanor, if the damage to all fixtures and landscaping is less than $200; or

(2) A Class B misdemeanor, if the damage to all fixtures and landscaping is $200 or more.

Amended by:
Acts 2011, 82nd Leg., R.S., Ch. 680 (H.B. 42), Sec. 1, eff. September 1, 2011.
Acts 2011, 82nd Leg., R.S., Ch. 680 (H.B. 42), Sec. 2, eff. September 1, 2011.

§ 550.0601. Definition

Sec. 550.0601. DEFINITION. In this subchapter, "department" means the Texas Department of Transportation.

Added by Acts 2007, 80th Leg., R.S., Ch. 1407 (S.B. 766), Sec. 2, eff. September 1, 2007.

§ 550.061. Operator's Accident Report

Sec. 550.061. OPERATOR'S ACCIDENT REPORT. (a) The operator of a vehicle involved in an accident shall make a written report of the accident if the accident is not investigated by a law enforcement officer and the accident resulted in injury to or the death of a person or damage to the property of any one person to an apparent extent of $1,000 or more.
(b) The report required by Subsection (a) must be filed with the department not later than the 10th day after the date of the accident.
(c) A person commits an offense if the person does not file the report with the department as required by this section.
(d) Venue for the prosecution of an offense under this section is in the county in which the accident occurred.
(e) The department may require:
   (1) the operator of a vehicle involved in an accident in which a report is required by this section to file a supplemental report if the department considers the original report insufficient; and
   (2) a witness of an accident to make a report with the department.


L.03. CODE OF FEDERAL REGULATIONS

TITLE 49—TRANSPORTATION

SUBCHAPTER B—FEDERAL MOTOR CARRIER SAFETY REGULATIONS
Current through September 1, 1998; 63 FR 46596

49 CFR § 382.207 – Pre-duty use

No driver shall perform safety-sensitive functions within four hours after using alcohol. No employer having actual knowledge that a driver has used alcohol within four hours shall permit a driver to perform or continue to perform safety-sensitive functions.

L.04. TEXAS FAMILY CODE

Current through conclusion of 84th Texas Legislative Session (2015)

§ 261.101. Persons Required to Report; Time to Report

Sec. 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT. (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.
In addition to the duty to make a report under Subsection (a) or (b), a person or professional shall make a report in the manner required by Subsection (a) or (b), as applicable, if the person or professional has cause to believe that an adult was a victim of abuse or neglect as a child and the person or professional determines in good faith that disclosure of the information is necessary to protect the health and safety of:

1. Another child; or
2. An elderly or disabled person as defined by Section 48.002, Human Resources Code.

(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, an employee or member of a board that licenses or certifies a professional, and an employee of a clinic or health care facility that provides reproductive services.

(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:

1. as provided by Section 261.201; or
2. to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

§ 261.102. Matters to be Reported

Sec. 261.102. MATTERS TO BE REPORTED. A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect.

§ 261.103. Report Made to Appropriate Agency

Sec. 261.103. REPORT MADE TO APPROPRIATE AGENCY. (a) Except as provided by Subsections (b) and (c) and Section 261.405, a report shall be made to:

1. Any local or state law enforcement agency;
2. The department;
3. The state agency that operates, licenses, certifies, or registers the facility in which the alleged abuse or neglect occurred; or
4. The agency designated by the court to be responsible for the protection of children.

(b) A report may be made to the Texas Youth Commission instead of the entities listed under Subsection (a) if the report is based on information provided by a child while under the supervision of the commission concerning the child's alleged abuse of another child.

(c) Notwithstanding Subsection (a), a report, other than a report under Subsection (a)(3) or Section 261.405, must be made to the department if the alleged or suspected abuse or neglect involves a person responsible for the care, custody, or welfare of the child.
§ 261.104. Contents of Report

Sec. 261.104. CONTENTS OF REPORT. The person making a report shall identify, if known:

(1) The name and address of the child;
(2) The name and address of the person responsible for the care, custody, or welfare of the child; and
(3) Any other pertinent information concerning the alleged or suspected abuse or neglect.


§ 261.106. Immunities *

Sec. 261.106. IMMUNITIES. (a) A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

(b) Immunity from civil and criminal liability extends to an authorized volunteer of the department or a law enforcement officer who participates at the request of the department in an investigation of alleged or suspected abuse or neglect or in an action arising from an investigation if the person was acting in good faith and in the scope of the person's responsibilities.

(c) A person who reports the person's own abuse or neglect of a child or who acts in bad faith or with malicious purpose in reporting alleged child abuse or neglect is not immune from civil or criminal liability.


§ 261.107. False Report; Penalty *

Sec. 261.107. FALSE REPORT; CRIMINAL PENALTY; CIVIL PENALTY. (a) A person commits an offense if, with the intent to deceive, the person knowingly makes a report as provided in this chapter that is false. An offense under this subsection is a state jail felony unless it is shown on the trial of the offense that the person has previously been convicted under this section, in which case the offense is a felony of the third degree.

(b) A finding by a court in a suit affecting the parent-child relationship that a report made under this chapter before or during the suit was false or lacking factual foundation may be grounds for the court to modify an order providing for possession of or access to the child who was the subject of the report by restricting further access to the child by the person who made the report.

(c) The appropriate county prosecuting attorney shall be responsible for the prosecution of an offense under this section.
(d) The court shall order a person who is convicted of an offense under Subsection (a) to pay any reasonable attorney's fees incurred by the person who was falsely accused of abuse or neglect in any proceeding relating to the false report.

(e) A person who engages in conduct described by Subsection (a) is liable to the state for a civil penalty of $1,000. The attorney general shall bring an action to recover a civil penalty authorized by this subsection.


Amended by:
Acts 2005, 79th Leg., Ch. 268 (S.B. 6), Sec. 1.13, eff. September 1, 2005.
Acts 2005, 79th Leg., Ch. 268 (S.B. 6), Sec. 1.14(a), eff. September 1, 2005.

§ 261.109. Failure to Report; Penalty

Note: this section was amended by the 84th Legislature. Pending publication of the current statutes, see S.B. 219, 84th Legislature, Regular Session, for amendments affecting this section.

Sec. 261.109. FAILURE TO REPORT; PENALTY. (a) A person commits an offense if the person is required to make a report under Section 261.101 and knowingly fails to make a report as provided in this chapter.

(a-1) A person who is a professional as defined by Section 261.101 commits an offense if the person is required to make a report under Section 261.101(b) and knowingly fails to make a report as provided in this chapter.

(b) An offense under Subsection (a) is a Class A misdemeanor, except that the offense is a state jail felony if it is shown on the trial of the offense that the child was a person with an intellectual disability who resided in a state supported living center, the ICF-MR component of the Rio Grande State Center, or a facility licensed under Chapter 252, Health and Safety Code, and the actor knew that the child had suffered serious bodily injury as a result of the abuse or neglect.

(c) An offense under Subsection (a-1) is a Class A misdemeanor, except that the offense is a state jail felony if it is shown on the trial of the offense that the actor intended to conceal the abuse or neglect.

Added by Acts 1995, 74th Leg., ch. 20, Sec. 1, eff. April 20, 1995.

Amended by:
Acts 2009, 81st Leg., R.S., Ch. 284 (S.B. 643), Sec. 5, eff. June 11, 2009.
Acts 2013, 83rd Leg., R.S., Ch. 290 (H.B. 1205), Sec. 1, eff. September 1, 2013.

L.05. TEXAS CIVIL PRACTICE AND REMEDIES CODE

TITLE 4. LIABILITY IN TORT

CHAPTER 74. GOOD SAMARITAN LAW; LIABILITY FOR EMERGENCY CARE

Current through conclusion of 84th Texas Legislative Session (2015)

§ 74.151. Liability for Emergency Care

Sec. 74.151. LIABILITY FOR EMERGENCY CARE. (a) A person who in good faith administers emergency care is not liable in civil damages for an act performed during the emergency unless the act is willfully or wantonly negligent, including a person who:

(1) Administers emergency care using an automated external defibrillator; or
(2) Administers emergency care as a volunteer who is a first responder as the term is defined under Section 421.095, Government Code.

(b) This section does not apply to care administered:
   (1) for or in expectation of remuneration, provided that being legally entitled to receive remuneration for the emergency care rendered shall not determine whether or not the care was administered for or in anticipation of remuneration; or
   (2) by a person who was at the scene of the emergency because he or a person he represents as an agent was soliciting business or seeking to perform a service for remuneration.

(c), (d) Deleted by Acts 2003, 78th Leg., ch. 204, Sec. 10.01.

(e) Except as provided by this subsection, this section does not apply to a person whose negligent act or omission was a producing cause of the emergency for which care is being administered. This subsection does not apply to liability of a school district or district school officer or employee arising from an act or omission under a program or policy or procedure adopted under Subchapter O-1, Chapter 161, Health and Safety Code, other than liability arising from wilful or intentional misconduct.

   Acts 2007, 80th Leg., R.S., Ch. 705 (H.B. 2117), Sec. 1, eff. June 15, 2007.
   Acts 2013, 83rd Leg., R.S., Ch. 1321 (S.B. 460), Sec. 1, eff. September 1, 2013.

Section M. Application Guidelines

M.01. Application Guidelines

Applicants must complete an application for employment with the Transportation Department of the Grand Prairie Independent School District and answer all questions truthfully.

Before an applicant may be considered for employment, he/she must appear for a personal interview(s) at which time the applicant will be examined for the following desired qualities:

   (1) Emotional stability and positive attitude;
   (2) Evidence of being mature and able to handle the responsibility of assigned position;
   (3) Pleasant personality and disposition; and
   (4) Neatness, grooming and personal appearance.

Prior to actual employment, an applicant for a bus driving position must qualify according to the standards set forth by federal and state law and district policy. That which is required for qualifications is as follows:

   (1) Be at least 18 years of age;
   (2) Possess a valid Commercial Driver’s License with “P” (Passenger) and “S” (School Bus) endorsement;
   (3) Pass an annual physical examination;
(4) Show negative on pre-employment drug and alcohol test; be subject to random, post-accident, reasonable suspicion, return to duty, and follow-up drug and alcohol testing.

(5) Must have and maintain a satisfactory driving and criminal background as determined by the Texas Department of Public Safety that reflects a professional driver and which meets all contractual, local, state and federal requirements.

(6) Have completed or be enrolled in the School Bus Driver Certification Course developed by the Texas Education Agency and the Texas Department of Public Safety;

(7) Have successfully completed the school bus driver training program as provided by the district;

(8) Have successfully completed the six (6) month training period as set forth by district guidelines.
APPENDIX A – Commercial Driver License (CDL) Medical Certification Requirement

All commercial drivers are required to comply with the CDL medical certification requirement. This requires all CDL holders to self-certify to a single commercial operation status to obtain or maintain their CDL status.

Medical Certification Instructions

Applicants are required to complete one of the following forms for medical certification.

- Texas Commercial Driver Application - Interstate Driver Certification CDL-4
- Texas Commercial Driver Application - Intrastate Driver Certification CDL-5
- Certification of Physical Exemption 49 CFR PART 391/390 CDL-10

Each form allows applicants to certify to one of the following CDL categories. The category that the applicant certifies to, determines if a medical variance or a U.S. Department of Transportation (DOT) medical examiners certificate is required.

Category 1: Non-Excepted-Interstate Commerce (CDL-4)
Most CDL holders who drive CMV’s in interstate commerce are non-excepted interstate commerce drivers. This category requires a medical examiners certificate. If CDL holders operate in both excepted and non-excepted interstate commerce, they must follow non-excepted interstate commerce guidelines and present a medical examiners certificate.

Category 2: Excepted-Interstate Commerce (CDL-10)
This certification category is for applicants that will operate their CMV for excepted activities. Applicants will be restricted to operate their CMV in the excepted activity to which they certify. This category will NOT require some medical examiners certificate, but are required to meet Texas medical standards.

Category 3: Non-Excepted-Intrastate Commerce (CDL-5-part B)
This certification category is for applicants that will only drive a CMV in intrastate commerce and are required to meet the medical requirements for Texas. A medical examiners certificate will be required.

Category 4: Excepted-Intrastate Commerce (CDL-5-part A)
This certification category is for applicants that operate a CMV only in intrastate commerce. The driver has been regularly employed operating a CMV in Texas prior to August 28, 1989 and is not operating a CMV requiring a hazardous materials placard. This category will NOT require a medical examiners certificate, but the driver is required to meet Texas medical standards.

Category 4: Excepted-Intrastate Commerce (CDL-5-part C)
This certification category is for applicants that operate a CMV only in intrastate commerce for excepted activities (oil/water well servicing and/or drilling or mobile crane operations). Applicants will be restricted to operate their CMV in the excepted activity to which they certify. This category will NOT require a medical examiners certificate, but the driver is required to meet Texas medical standards.
<table>
<thead>
<tr>
<th>CDL Category</th>
<th>CDL Form</th>
<th>Operating Status</th>
<th>Medical Examiners Certification Requirement</th>
<th>Excepted Activity Displayed on the CDL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CDL-4</td>
<td>Non-Excepted Interstate</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>2</td>
<td>CDL-10</td>
<td>Excepted Interstate</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td>3</td>
<td>CDL-5 Section B</td>
<td>Non-Excepted Intrastate</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>4</td>
<td>CDL-5 Section A</td>
<td>Excepted Intrastate</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>4</td>
<td>CDL-5 Section C</td>
<td>Excepted Intrastate</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Medical Certificate Renewal Notifications Non-Excepted Medical Status (Category 1 or Category 3)**

On January 30, 2015, Texas implemented the Medical Certification Downgrade process as required by the Federal Regulation. Failure to keep a current medical variance or medical examiners certificate on file with DPS will result in the downgrade of the individual’s CDL.

Drivers certifying to a **non-exception** status are required to submit a valid medical variance and or a medical examiners certificate to DPS. A 60-day and 30-day medical certification renewal notice is provided to the driver prior to the expiration date of the medical variance or medical examiners certificate on file. It’s imperative DPS receive a valid medical variance or valid medical examiners certificate; otherwise, the CDL is subject to be downgraded.

Drivers that have certified to a **non-exception** medical status may submit the valid medical variance or medical examiners certificate by fax, mail, or email only if the CDL is not downgraded. All documents submitted by email must be in PDF format.

- Fax Number: 512-424-2002
- Mailing Address:
  Texas Department of Public Safety
  Enforcement and Compliance Service
  Attn: CDL Section
CDL Downgraded for Medical Certification

A CDL that was downgraded to a driver license (DL) solely for failure to provide a valid medical variance or medical examiners certificate, may be upgraded back to their previous CDL status (including restrictions and endorsements) without taking CDL knowledge and skills exams provided the following:

- The record status must be *Eligible* (NOT suspended, revoked, disqualified, canceled)
- The DL is not expired as indicated on the expiration date of the downgraded DL
- The driver must meet all CDL requirements and provide valid medical variance or medical examiners certificate (if applicable) or certify to an excepted status
- Applicable transaction fees will apply

Change Commercial Operation Status Category

Drivers who are changing their operation status category must visit the Driver License office if a restriction must be added or removed from the CDL.

**Example:**
If a driver self-certified to Category 3 – Non-Excepted Intrastate and now meets the qualification of Category 1 – Non-Excepted Interstate. The driver will need to visit the driver license office to remove the intrastate restriction and certify to interstate CDL qualifications. The driver will also be required to present a medical examiners certificate and pay the applicable transaction fee.

*Additional information on Department of Transportation medical requirements may be found in the commercial federal regulations.*
APPENDIX B – School Bus Drivers’ Driving Record Evaluation

The provisions of the Texas Transportation Code Annotated § 521.022 (Vernon’s 1996) and the Texas Education Code Annotated § 34.007 (Vernon’s 1996) require that a driver record check is made through the Texas Department of Public Safety (DPS) on all school bus drivers prior to employment. Their driving records must be acceptable according to standards developed by the DPS. In accordance with this statutory responsibility, the following standards have been established by the Texas Department of Public Safety rule (Title 37, Texas Administrative Code, § 14.14) as a school bus driver to drive any motor vehicle while in use as a school bus for the transportation of pupils:

The driver’s license record of each school bus driver shall be evaluated at least annually, with penalty points assessed for those entries, which appear in the accompanying table’s traffic law violations and accident involvement’s. Any person who has accumulated ten (10) or more penalty points shall be considered ineligible to transport pupils until such time as he/she may become qualified.

An applicant for employment as a commercial motor vehicle driver must disclose to the employer any violations of motor vehicle laws or ordinances (other than violations involving only parking) of which the applicant was convicted or forfeited bond or collateral during the three (3) years preceding the date the application is submitted and any serious traffic violations of which the applicant was convicted during the ten (10) years preceding the date the application is submitted, as well as any suspension, revocation, or cancellation of any driving privilege that resulted from the conviction. For verification purposes, it is strongly recommended that driving records be secured for all new applicants that have held an out-of-state driver’s license within the past seven (7) years. These records should include all convictions which would result in mandatory suspension of a driver’s license in Texas (see Table IV and V for complete listing of entries).

In determining a person’s eligibility to drive a school bus, the following standards shall apply in assessing penalty points for convictions of traffic law violations and accident involvement appearing on his/her driving record.

Convictions for violations included in Table I shall be assessed one (1) penalty point for each occurrence if the date of the violation is within three (3) years of the date of the driving record evaluation.

Accident involvements included in Table II shall be assessed two (2) penalty points if the date of occurrence is within three (3) years of the date of the driving record evaluation. Persons disqualified because of penalty points assessed for accident involvement shall be notified of their right to a review (see Table II for review procedure).
Convictions for violations included in Table III shall be assessed three (3) penalty points for each occurrence of the date of the violation is within three (3) years of the date of the driving record evaluation.

Convictions for violations included in Table IV shall be assessed ten (10) penalty points for each occurrence if the date of the violation is within seven (7) years of the date of the driving record evaluation.

Convictions for violations included in Table V shall be assessed ten (10) penalty points for each occurrence if the date of the violation occurs on or after October 7, 1996 and is within five (5) years of the date of the driving record evaluation.

The assessment of penalty points is not required for any entry, which does not appear in the alphabetized table listings. However, any entry, which is deemed comparable to one appearing in these tables, should be assessed on equivalent number of penalty points.

For assistance in determining driver eligibility, please contact the Texas Department of Public Safety School Transportation Unit at (512) 424-5732
APPENDIX C – SHOP PROCEDURES

DRESS CODE

1. Oil-resistant, non-slip shoes with a closed toe are required.
2. District provided shirts must be worn always when on duty.
3. Uniforms are available through the district approved uniform vendor.
4. An approved black T-shirts with the GPISD logo, is acceptable.
5. GPISD assigned ID badge must be worn in plain sight when outside of normal assigned work area/center.

SHOP SCHEDULE
(5 DAY WORK WEEK)

FIRST SHIFT - 5:30 am to 2:30 pm Monday – Friday
An hour lunch between 11:00 am – 12:00 pm

SECOND SHIFT – 8:00 am to 5:00 pm M-F
An hour lunch between 12:00 – 1:00 pm

FLEET SUPERVISOR SHIFT – 6:00 am to 3:00 pm M-F
An hour lunch from 12:00 – 1:00 pm

SHOP SCHEDULE 4 DAY WORK WEEK (summer only)
• FIRST GROUP 6:00 am to 5:00 pm Monday – Thursday
• SECOND GROUP 6:00 am to 5:00 pm Tuesday – Friday
(All lunches will be 1-hour split)

SHOP PROCEDURES

1. All employees are expected to check in with shop supervisor within 10 minutes of shift start.
2. All major repairs must be authorized by shop supervisor.
3. Shop supervisor will prioritize all shop assignments.
4. Technicians are expected to properly troubleshoot, and repair assigned task.
5. Accurate and thorough work order documentation is expected, including description of work performed, parts diagnosis process, procedures and consumables used.
6. If parts needed are not readily available, employee must report immediately to shop supervisor for another assignment.
7. Employees are expected to report any damaged equipment or unsafe conditions immediately to shop supervisor.
8. Employees are expected to notify shop supervisor when any shop consumable inventory is low and needs to be replenished.
9. Willful hiding will not be tolerated in accordance with the GPISD Employee Handbook and working Agreement and will be dealt with in accordance with district policies and
procedures. Indifference to assigned task will not be tolerated and will be dealt with in
accordance with district policies and procedures.

10. Breaks are subject to change per shop needs as deemed necessary by shop supervisor.
11. All mechanics must keep a district radio with them always during regular working hours.

DISTRICT PERSONAL COMPUTERS
District computers are to be used for district related business only in accordance with the GPISD
Technology Use Agreement (available in the GPISD Employee Handbook).

System Access
Access to the district's electronic communications system will be governed as follows:
1. All users will be required to acknowledge their receipt and understanding of the
responsible use guidelines as published in the Student Handbook and Code of Conduct
for students and the Employee Handbook for employees.
2. Access to the district's electronic communications system, including the Internet, shall be
made available to students and employees primarily for instructional and administrative
purposes and in accordance with administrative regulations. Limited personal use of the
system by employees shall be permitted if the use:
   a. does not impose a tangible cost on the district;
   b. does not unduly burden the district's computer or network resources; and,
   c. does not have an adverse effect on an employee's job performance.
3. As appropriate, district employees will be granted access to the district's system.
4. The district will require that employee network passwords be changed every 90 days.
5. Any system user identified as a security risk or as having violated district and/or campus
computer use guidelines may be denied access to the district's system.

PERSONAL CELL PHONES
Personal cell phone use (talking, texting, surfing internet etc.) should not be used in the shop and
reserved for lunch and break times. Emergency calls should go to shop office or dispatch office.
Headphones and ear buds will not be allowed.

RADIOS IN SHOP
Radios in shop must be kept at a courteous and respectful volume not to be heard outside personal
area.

REQUIRED TO CARRY ITEMS
Pursuant to Texas Law, drivers are required to carry, on their person, a current Certification Card and
DOT Physical Card in addition to their valid Texas Commercial Driver’s License while operating a
commercial vehicle. It is the employee’s responsibility to confirm expiration dates and maintain their
current certifications.