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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 Resources Department, attention Nancy Bridges, Deputy Superintendent of Human Capital, at (972) 237-5368. 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 Employee 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 Employee Handbook is located on the GPISD intranet web site. To find this manual go to www.gpisd.org, go to Departments, then to Facilities, there you will find the Auxiliary Employee Handbook link.

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

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 2017-18 school year.

_______________________________________________             ________________
Signature                                                Date

NOTE: Please sign a copy of this form and forward to your school or department secretary.
HOW TO RETRIEVE POLICY ONLINE

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 “School Board” (top of district’s home page)

• Select “TASB Policy Online” (right hand side of district’s home page)

• 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 4,475 staff members. More than 2,188 of those are instructional staff. GPISD is a 58-square mile district serving approximately 29,344 students within the Dallas County portion of Grand Prairie. The District boasts 39 campuses, including 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 64.48 percent Hispanic students, 17.95 percent African-American students, 12.12 percent White students, 3.25 percent Asian/Pacific Islander students, 1.78 percent two or more races, .42 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 6 Plays of Grand Prairie ISD**

- Vertically and Horizontally Aligned Curriculum
- 5E Model of Instruction
- Data-driven Decisions
• Relational Capacity
• Intentional Leadership
• Visit What You Value

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

2017-2018

Mr. Steve Pryor, President
steve.pryor@gpisd.org
Home: 972.263.4628
Place 6, Single Member District

Mr. Burke Hall, Vice-President
burke.hall@gpisd.org
Home: 972.505.8878
Place 7, At Large

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

Mr. Terry Brooks
terry.brooks@gpisd.org
Home: 972.262.0560
Place 1, Single Member District

Mrs. Gloria Carrillo
gloria.carrillo@gpisd.org
Home: 214.543.5217
Place 3, At Large

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

Mr. Chester McCrary
chester.mccrary@gpisd.org
Home: 972.642.8587
Place 2, Single Member District
Administration

Susan J. 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

Vicki Bridges
Assistant Superintendent of Operations
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**

<table>
<thead>
<tr>
<th>Main Information Number</th>
<th>(972) 264-6141</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Engagement</td>
<td>(972) 237-4008</td>
</tr>
</tbody>
</table>

**Human Capital Department:**

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

**Maintenance & Operations**

- Auxiliary Employees: (972) 343-4471

**Finance (Payroll, Insurance and Benefits)**

- (972) 237-5501

**Operations/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**

- (972) 237-5413

**Student Achievement Testing**

- (972) 237-5533

**Teaching & Learning/Educational Programs**

- (972) 237-4041
EMPLOYMENT

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

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
(Refer to Policy DAA)

The GPISD, does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant’s job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination based on sex, including sexual harassment should contact Susanna Ramirez, Asst. Superintendent of Student Support and the district Title IX Coord., at 972.237.5366. Employees with questions or concerns about discrimination on the basis of a disability should contact Dr. Loraine Morazzano, Senior Chief of Human Capital at 972.237.5534. Employees with questions or concerns relating to discrimination for any of the reasons listed above should also contact Nancy Bridges, Deputy Superintendent of Business Operations at 972.237.5368.

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.

**BLOOD RELATION**  
*(CONSANGUINITY)*

<table>
<thead>
<tr>
<th>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>Aunt</td>
<td></td>
</tr>
<tr>
<td>Daughter</td>
<td>Grandmother</td>
<td>Niece</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>

**MARRIAGE RELATION**  
*(AFFINITY)*

<table>
<thead>
<tr>
<th>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 2017-2018:

- 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 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](http://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 Pam Bishop, 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 internet 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 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)].
  o The occasional or sporadic assignment is not within the same general occupational category as the employee’s regular assignment.
  o The decision to work in a different capacity was made solely at the employee’s discretion and without coercion from employer, implicitly, or explicitly.
  o Assignments would be based on first come, first served basis.
  o 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.
  o 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 at no cost. 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) 237-5511 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) 237-5511 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 immediate 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 Chief of 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 holidays

The District approves ten (10) paid holidays per year. 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, Records & Leave Coordinator, at 972/237-5369. For all other leaves/absences contact immediate supervisor or benefits office at 972/237-5511.

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 Payroll Inactive Status, contact Norma Puckett, Supervisor of Personnel Records/Leaves, at 972.237.5369.
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
• For 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.

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 972/237-5511. 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.

**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

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.
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.

ADDITIONAL GUIDELINES

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 work place 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 work place 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 work place. 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)*. 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.
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.
• 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 and Operations, Food Service, Distribution Center, Transportation, and Custodial) 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 are not allowed to wear shorts.
- 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 and Maintenance and Operations personnel may wear khaki style long pants in tan, black, or navy blue.
- Custodial, Transportation and Maintenance and Operations personnel may wear blue jeans under the following conditions:
  - Blue/black in color
  - Cut, torn, unraveled seams or holes in blue jeans are unacceptable
  - 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 Executive Director of Facilities.

**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.

**Pagers/cell phones**

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

**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 Workers’ Compensation 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 or a life-threatening emergency, 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 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)]

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 designated below.

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.

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
  - Jeff Ackerman (972) 343-4414

- **Bus Safety**
  - Director of Transportation
  - Dana Acock (972) 343-4427

- **Occupational Safety**
  - Risk Management
  - Safety Data Sheets
  - Jason Hardy (972) 237-5392

**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.
**GENERAL PROCEDURES**

Employees are directed to access District Board Policies by logging onto the District’s home page at [www.gpisd.org](http://www.gpisd.org)

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### 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 anytime 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 day(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 Schooldude 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.
**TERMINATION of EMPLOYMENT**

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

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**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 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 the day. As you are working, 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. 3 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, at least 10 hours of annual continuing education/training. (6 hours for 2015-2016 only). Includes topics such as:

- 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, at least 4 hours of annual continuing education/training. Includes topics such as:

- 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. Three days or more missed in a row requires a Doctor’s excuse. 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 504 Workman’s Comp Form. Email both of the forms to Kathy Hanna, Jeff Ackerman 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°F 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. If a new photo is requested, the employee will be charged $30.00.

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. Managers were provided copies June 4, 2015 to share with their employees.

Food Service Work Days

Food service workers are scheduled to work 189 days. These include the 174 school days plus 2 mandatory waiver days and 4 additional mandatory work days. Managers are scheduled to work 195 days, this includes the 174 school days plus the 2 waiver days along with 6 additional work days. 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.

Custodians and head custodians must report their absence to their immediate supervisor prior to the start of their work shift by calling the absence phone line at 972-343-4442.

Breaks

Break periods will be for fifteen (15) minute 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 foreman 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.

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 the Maintenance and Operations Department 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 the Maintenance and Operations office at 972-343-4455.

For after hour emergencies contact Security at 214-642-7176, or 214-335-7143 or 214-334-8835. If appropriate, contact 911.

For HVAC needs, always call the HVAC after-hours phone number 214-564-6936,

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.
TRANSPORTATION
SECTION 1 - RESPONSIBILITIES
GPISD Transportation Procedures

- 5 mph in yard, max speed on highway 50 mph
- By law all buses must stop at all railroad crossings
- Cell phones will not be “ON” while driving a route except in an emergency and the bus is stopped at a safe location.
- Pre-trip is not an option, it is done every time you drive (AM, Mid-day, PM, field trips or after an hour of bus being parked.)
- Insure that all seat belts work properly.
- Insure bus is in good working order.
- Refuel bus when fuel level is at 1/2 of a tank of fuel.
- Always use parking break and neutral when loading/unloading students
- Drive according to the planned route, Routers make the stops not the students.
- Bus drivers should make every attempt not to pass other buses. DO NOT pull up alongside another bus at a traffic light, stop, or in traffic. Avoid these situations. This can cause a serious safety hazard.
- Always use parking brake and neutral when loading and unloading.
- Use loading/unloading lights at the schools and at all stops
- Avoid backing up
- Always use headlights and clearance lights.
- No right turn on red lights
- Driver should drive in the right lane. Avoid the fast lane if at all possible
- If you leave the bus, you must lock the doors and take your keys.
- Never put your hands on a student
- Treat the students with respect if you want respect
- Keep your students safe!
- Do not enter the Dispatch office or Tech room office unless summoned.
- Keep your bus clean (swept and wiped down, windows clean). The only items to be posted on the bus are (1) Bus safety Rules and (2) the driver’s name.

This is not a supplement for the handbook and in no way, is trying to replace it but to enhance understanding. It is every driver’s responsibility to read the handbook and comply with the rules and policies. All infractions, repeated or first-time offences, can result in counseling and/or a reprimand. The above have been put into place by management and are to ensure safety. Thank you for your help, positive attitude, and safety efforts.

Vehicle Operation
Driver assumes full responsibility for checking the bus after each run and after each route to assure that there are no students left on the bus. The driver must complete a thorough walk-through from front to back, and check above and under the seats. Drivers are NOT to instruct the bus attendant to perform the bus inspections.

A driver must do a complete Pre-trip and Post-trip with SMART hand-held device. All Pre-trips and post-trips are to be done at the designated parking spaces given, whether it be on the bus lot or on the field trips. This includes in town or out of town. Pre-trips and post trips are required
always on the field trips.

Vehicle Inspection– interior of bus:
A bus driver is not, under any condition, to drive a bus that is not considered safe in every respect. The bus driver must survey the mechanical condition of each bus he/she drives each day. The daily survey, Driver Maintenance Check, consists of the following:

1. **START ENGINE** - Warm up for three to five minutes. If you are not scheduled to leave within five minutes, turn off all lights and turn bus off to conserve fuel. The exception to this is very cold weather; then the bus may be left running.

2. **FUEL GAUGE** - The gauge should indicate a safe margin of fuel; \( \frac{1}{2} \) tank or more is a general guideline. Fueling should be done during the posted fueling hours. For safety, the driver is not permitted to have passengers on the bus when fueling.

3. **BRAKES** - Check the reading on the gauge. The air pressure should be reading 90 PSI or above, and upon acceleration, the pressure should rise. The pedal height and feel is unique to each bus. Your parking brake should set and hold the bus. If this brake is not working properly, it should also be reported. If brake pressure drops below 60 PSI, the safety features of the brake system may cause the brakes to lock up and render the bus unmovable. If you experience braking or pressure loss problems, pull over to a safe location and report the problem to the dispatcher. You will receive further instructions at that time. Do not operate a bus with faulty or malfunctioning brakes. Any brake-related problem is to be put in the SMART Tablet immediately after the run. Following distances should be adjusted and increased to allow for student load and heat build-up in the system.

4. **EMERGENCY EQUIPMENT** - Check the fire extinguisher to make certain it is charged and in operable condition. Check your reflectors to make certain they are in the bus. Check your first aid kit to make certain it is in the bus. The first aid kit should be checked in detail twice monthly. The liability insurance card should be kept in the first-aid kit along with an accident information sheet. Each driver should replace equipment in the first aid kit if used. If supplies are needed obtain from shift manager.

5. **DRIVER AREA** - The driver’s area, especially around the feet, the windshield and windows must be kept clean and clear of all items at all times. The windshield wipers should be operating and cleaning properly. Check the horn and defroster daily. A nameplate and a list of the bus rules are the only items allowed to be added to the area around the driver. Student nametags may be placed above the windows if they are easily removable by the driver.

6. Check interior lights, and dash lights for damage. Check mirrors, there should be no type of sticker placed on the mirror. Be certain that the turn signals are clean and flashing. If needed, wipe off road grime from the signal lamps so they can be seen in traffic. Hazard warning flashers need to be working, as they are your aid in case of an accident or traffic delay.

Vehicle Inspection – exterior of bus

1. Check windshield, mirrors, front and rear windows, and headlights for both cleanliness and breakage. Buses may be driven with cracked or broken windows under some circumstances; however, if the break is serious, windows must be replaced before driving the vehicle.
2. Check all the tires for inflation. If there is a sign of oil or grease around the lug nuts, please report this matter as soon as possible. Tire treads are measured for acceptability, but report wear so it can be checked.

3. The rear emergency door must be opened daily from the inside and outside. If it is hard to open, report this matter. Listen for warning buzzer and report it if it is not working.

4. The tail pipe must be clear and extending past the bumper. If you find this is worn or the tailpipe hanger is loose, the vehicle should not be driven.

5. Are the yellow and red flashing lights clean and flashing? If these lights need road grime removed, please drive to the hose before leaving the Center. Normally this should be done after morning or afternoon runs. The red flashing lights MUST work to pick up and deliver students. The driver should never attempt to pick up or deliver students with malfunctioning lights. Dispatch should be notified immediately after you have knowledge of the situation. In most cases, a spare will be sent to you.

6. STOP LIGHTS - Please help check the brake lights to make certain they are working. These brake lights can be checked by a service man as you leave the Center.

7. FASTEN YOUR SEATBELT - This is the last item on the daily maintenance and is a requirement of EVERY driver. Make certain your belt is always fastened before you leave the center.

Pre-Trip Procedure
1. Upon approaching the bus, observe any evidence of fluid leaks on the ground.
2. Sit in driver’s seat, and perform the air brake test.
3. Check all gauges - fuel, alternator, oil pressure, temperature, and air pressure.
4. Check all switches on the console for operation
5. Turn on headlights, check high beam lights, clearance lights, amber lights, interior dome lights, and hazard lights.
6. Honk horn, check to see if windshield wiper switch works.
7. Walk down the aisle to the rear exit door, open the exit door to check that buzzer, rear ambers, and hazards are working properly.
8. Return to front of the bus, checking seats for security and any fabric tears, and graffiti
9. WALK AROUND -
   • Check tires with tire thumper,
   • Check wheels and lug nuts, between dual tires,
   • fuel cap,
   • Headlights, clearance lights, red overheads, and hazard lights.
   • Check mirror for mounting and security.
10. Check right and left sides of the bus for any visible body damage - dents, stretches, reflectors, and light lenses. Check windows for chips, cracks, and broken or missing hardware.
11. RE-ENTER BUS -
   1. Close door, and turn off hazards.
   2. Have another driver positioned behind your bus check your brake lights.
   3. When putting the bus in reverse listen for back-up alarm
   4. Check all mirrors are adjusted properly
5. Perform radio check daily. Radio should always be on Transportation Dispatch channel.

6. Test foot/service brake as you slowly drive out of the parking area.

7. Drive Safely and Defensively

NOTE: Any malfunctioning or missing items should be reported before leaving the yard. During daylight hours drive with headlights turned on. Refer any questions to safety trainer.

**Post-Trip Procedure**

1. Upon dropping students off at the final designated schools or stop, walk to the rear of the bus, observe to see that no children have fallen asleep on the bus, or left any personal belongings. (Any lost articles found stay on the bus for no more than 48 hours. After this time turn article into dispatch.)
2. Upon returning to the Transportation Facility, perform full post trip inspection. Post trip is the same procedure as a pre-trip. Also secure all windows, hatches, and doors.
3. Sweep bus and empty trash at least once daily. Bus must be cleaned and fueled before a field trip and upon return from field trip.
4. Walk around bus-check that all lights are turned off, observe any leaks under the bus and any damage
5. Turn in all SMART tablets, paperwork, magnetic numbers, and keys to Tech Room.

**Air Brake Test Procedures**

This is a four-part testing procedure: The first will test the buses service brake for leaks. The second test, will test the buses low pressure warning alarm. The third test, will test the emergency brake system, and the final test, will test the buses air pressure buildup rate.

1. Turn on engine. Make sure the air pressure gauge needle is between 100 to 125 PSI.
2. Turn engine off.
3. Turn ignition switch back to the electrical position only, so the gauge will operate. (ACC in older buses/run in newer buses)
4. Push in the emergency brake (spring Brake)
5. Apply pressure to the foot brake (service brake)
6. After the minute is over, start pumping the service brake to make the warning buzzer sound at about 60 PSI.
7. Keep pumping the foot brake until the emergency brake pops out around 30 PSI.
8. Restart engine to rebuild air pressure to 100 to 125 PSI. The air pressure should build from 85 to 100 PSI within 45 seconds at operating RPM.

**Fleet Maintenance**

**Bus work orders:**
All issues must be recorded into the Smart Tablet upon parking and performing post trip inspection. (i.e. lights, seats, A/C, heater, mirror, radio, warning indicators)

**Check Engine Lights:**
Yellow warning indicator lamps need to be reported over the radio to shop personnel for further information and or instructions. Shop will need information on status of warning indicator and or gauge readings to provide assistance. (i.e. Check Engine, DPF Regen, ABS, DEF, Battery)
**Red STOP Engine light:**
Indicates a serious fault that requires engine shut down immediately. Safely bring the vehicle to a stop in a safe location and shut the engine down immediately. Report condition over the radio to shop or dispatch for further assistance and instructions.

**Special Instructions:**
Shop may give special instructions for bus drop off or parking for repairs. In some cases, a spare bus may be needed.

**Supplies:**
All supplies needed from shop will require the driver or attendant to provide a bus number and the correct mileage before receiving products. (i.e. wipes, towels, glass cleaner, gloves, tissues)

**Fleet Fueling**
Stay with your bus always when in line and when refueling. Do not go into the building any time during the refueling process. Leaving your bus causes delays, and is very discourteous to other drivers. This is a great time to clean and closely inspect your bus for any problems. Turn your bus off when under the canopy to refuel. Do not use the refueling line to warm up your bus in the AM. Never fuel the bus at any location with passengers on the bus.

**Fleet Fueling Step-by-Step**
1. Record correct mileage
2. Insert and remove key fob
3. Enter personal identification code then press enter
4. Enter correct mileage then press enter
5. Reinsert and remove key fob
6. Enter pump number then press enter
7. Remove nozzle and gently lift handle
8. Begin fueling and never leave nozzle unattended while fueling
9. Lower handle and replace nozzle after fueling is complete
10. Report all issues or concerns related to fuel pumps to shop personal or dispatch.

**No Idling Policy**
Grand Prairie ISD has adopted a “no idling” policy for the school bus fleet. **“No idle” is more than 10 minutes idling** at any time. This means that everyone should shut down the bus during wait periods at campuses and events. Buses should not idle in the facility parking lot more than 5-minute limit, unless temperatures are below 32 degrees Fahrenheit. When below 32 degrees Fahrenheit; the maximum idle time will be 10 minutes or until the bus reaches normal operating temperature, whichever comes first. When the temperature is above 92 degrees, the same idling rules are in effect. The policy will only be waived by the Director in unusual circumstances due to temperature requirements for certain special education students.

**Two-way radios**
Radios are to be used for Transportation business only. Horseplay on GPISD radios is prohibited. Any radio misuse may result in recommendation for termination of employment (see consequences). Personal messages are prohibited unless authorized by a Manager.

Two-way radios are present in each bus. These radios are for use in emergency situations. Information pertaining road conditions, traffic, weather or school updates will be transmitted via
Drivers of buses must have the radio on and be available to receive this information. The Transportation Department may need to contact a bus for information. The driver and/or the attendant must be available to transmit the required information, as you may be redirected from your route in an emergency.

Two-way radios are simple to operate by pressing the on/off button. To transmit, press side button of the microphone, listen for the beep and speak in a clear, normal tone of voice. Release side button to receive information. When not in use, the microphone must stay in its holder.

All SUV vehicles- Must have a handheld radio before leaving the bus yard. Radio checks are mandatory prior to leaving the bus yard.

**ID’s, Keys, and Tablets**
- All employees must have their ID Badge on to enter transportation building or any other GPISD property.
- All employees need their ID’s to clock in and out on the time clock.
- After each route or mid-day, all keys must be turned into Tech room.
- All keys need to be dropped in the key return box on the wall outside of the Tech room after hours.
- All buses and SUV vehicles must have a SMART tablet before leaving the bus yard.
- All drivers need to learn how to use SMART tablets. All SMART tablets must be returned to Tech room window after each route.

**Laptop Procedures**
- Laptop can be signed out at the Tech Room.
- Sign laptop agreement
- Sign daily check out sheet
- There will be a time limit on checking out Laptop. (1 hour and 30 minutes)
- All laptops may be checked out between 7AM-5:00PM.
- Laptops must be turned in before going on routes.
- Laptops must be returned by 5:00 P.M. at the latest.
SECTION II – HUMAN RESOURCES AND PAYROLL

Attendance
Employees must arrive and be prepared to begin work at their scheduled start time.

Official work hours are based on required AM, PM routes and any optional Field Trips assigned to employee.

Employees must attend all mandatory meetings and training as assigned by the employee’s manager. Meetings not attended must be made up by watching the video or with the Team Lead.

If an employee is going to be late for work, the employee must contact the employee’s manager to advise of expected time of arrival.

Employees are expected to contact their manager as soon as possible if they are unable to come in due to illness or unforeseen circumstances. Family members are not allowed to contact shift manager for absences.

Do not leave a voice mail. You must speak to your manager.
Don Fleming A – K and Dan Bales L – Z.
The manager will log the following:
• Employee's name;
• Date and time called;
• Reason for absence;
• Expected length of absence.

Three (3) days of consecutive absences with no notification to the employee’s manager will be subject to disciplinary action.

Excessive absence or tardiness may be subject to disciplinary action. All employees should understand that calling in only notifies the GPISD Transportation Department and does not necessarily excuse the absence.

Good attendance involves the following:
• Reporting consistently to work excluding days of approved leave;
• Coming to work at the scheduled start time;
• Leaving work at the scheduled end time;
• Notifying manager timely in cases of unforeseen absence or tardiness;
• Modifying submitted time to correct errors and omissions and gaining manager’s approval.
• Avoid absences before and after Holidays.

Adhering to attendance procedures is mandatory.
Payroll

- Paychecks are directly deposited into the employee’s account.
- Payroll deductions will be made for Federal Income Taxes, Medicare, Teacher Retirement System of Texas, benefits (if eligible) and any other amounts required by Local, State or Federal law.
- Payroll deductions are located on the check stub. Employees should verify that the deductions are correct.
- No advances on pay or loans to employees will be made.
- For those employees whom are eligible for overtime; pay will be determined based on all hours worked in a pay period. Time during which no work is performed (i.e., vacation time, sick time, holiday time, etc.) will not be counted in the calculation for overtime pay.
- All employees are responsible for maintaining the confidentiality of payroll data.
- Pay days are every other Friday (Bi-weekly).

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**Time Reporting**

All employees are required to electronically clock in and clock out each time they arrive or leave the Transportation facility. (See diagrams in back of handbook)

Each manager will review submitted time for accuracy.

Payroll approves submitted time after manager reviews.

All additions or changes in time reporting must be done on the “Time Clock Correction Form”, signed by the employee and submitted to the employee’s manager for approval and signature. The employee’s manager will then route the form to Payroll for processing.

“Riding the Clock” is strictly prohibited and is considered stealing of public funds. Employees are expected to only record time worked that matches their assigned schedule.

Employees must have timesheet submitted in Skyward by the end of every Friday. Submit a timesheet in Skyward, even if there are corrections that need to be made. Failure to adhere to the time reporting and published deadlines will be subject to disciplinary action.
SECTION III – STANDARDS OF CONDUCT

Dress Code

Uniforms and other work attire

The appropriate attire is provided without charge by the District to identify auxiliary department personnel (i.e., Maintenance and Operations, Food Service, Distribution Center, Transportation, and Custodial) 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 shirt tails 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 are not allowed to wear shorts.
- 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. Facial piercing cannot be worn on duty.
- 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 and Maintenance and Operations personnel may wear khaki style long pants in tan, black, or navy blue.
- Transportation personnel may wear blue jeans under the following conditions:
  1. Blue/black in color
  2. Cut, torn, unraveled seams or holes in blue jeans are unacceptable
  3. 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
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, as far as practical
- No piercing in facial area (Nose, Chin, Lip etc) any open Tattoo’s must be covered.
- 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 belt, shoes, and shirt buttoned and tucked into pants
- Keep fingernails reasonably clean and neatly trimmed
- Behave in a respectful manner to all employees, students, parents and guests

Performance Standards
All Transportation Department employees are expected to strive to maintain exemplary performance every day. Exemplary performance includes the following:

1. Safety – Performing all driving duties without accidents, tickets or formal complaints and in accordance with applicable laws, as well as GPISD policy, guidelines and instructions.
2. Attendance – Coming to work consistently and working the scheduled shift; arranging appointments and personal business so as not to interfere with scheduled duties.
3. Cooperation – Cooperating with parents, school districts, and GPISD staff to make operations run smoothly.
4. Attitude – Exhibiting a positive, proactive attitude and seeking solutions to problems rather than placing blame or merely complaining.
5. Communications – Informing managers about conditions requiring attention and listening to parents, students, and staff regarding concerns.
6. Contributions – Using imagination and shared thinking to resolve problems, making suggestions and working toward common goals of the department.
Unsafe Driving

A driver is expected to drive in a safe and lawful manner at all times. If GPISD receives complaints of speeding or unsafe driving, the driver identified in the complaint will be notified and given an opportunity to respond to the complaint(s). Verified complaints are those in which the shift manager can confirm through the source of the complaint(s). The shift manager will discuss the complaint(s) with the driver and will take disciplinary action as needed.

Citations

GPISD employees are expected to follow all traffic laws when operating a GPISD vehicle; this includes stopping at all red lights and for all school buses that are loading or unloading students with lights flashing and/or the stop arm extended. Failure to stop will result in disciplinary action.

Responsibility to Pay

Any time an employee receives a citation while operating a GPISD vehicle, the employee is responsible for paying the fine in a timely manner and is also responsible for any penalty if the fine is not paid timely. When a GPISD vehicle’s license plate is captured on camera for either running a red light or stop arm in violation of a city ordinance, GPISD will receive a civil citation by mail. When this occurs, GPISD will determine who the driver was at the time of the violation and the fine will be deducted from the employee’s paycheck to ensure timely payment is made by the driver.

Driving Violation Consequences

When an employee’s failure to follow a traffic law results in the issuance of a citation or ticket while operating a GPISD vehicle that transports students, the employee will be responsible for any applicable fine(s) and will be subject to the following discipline depending on the severity of the offense:

1. First citation – Driver will pay fees and complete 2 hours of Training. The driver will not be eligible to drive until training has completed.
2. Second citation – The driver will be limited to routes only, and complete 4 hours of Training. The driver will not be eligible to drive until training has completed.
3. Third citation – Driver is suspended without pay. If TXDOT point accumulation is 10 or more, termination will be considered.
Disciplinary Policy and Practices

All hourly employees are AT WILL employees of the district. The district or the employee may terminate the employment relationship for good cause or no cause. Nothing in district policy, regulation or this Handbook shall be construed to grant hourly employees a property interest in their positions.

All employees are expected to conform to reasonable standards of performance and conduct. If an employee is unable to maintain these standards, corrective discipline or termination may be required. The goals of corrective discipline are to remedy improper conduct on the part of an employee and to maintain an effective work force.

Misconduct in the Workplace Disciplinary measures, or termination as the circumstances warrant, may be applied for misconduct in the workplace. Corrective discipline may be initiated at the most appropriate level, based on each case and its severity. When applying corrective discipline, action may be taken as the Director / Shift Manager deems appropriate from one or more measures that include, but are not limited to:

1. Coaching session – a scheduled conference with an employee to reach agreement regarding how to correct a problem and/or improper performance;

2. Oral reprimand – may be issued to an employee for misconduct by the Director or Shift Manager. An oral reprimand serves as notice to the employee that the specific conduct in question is considered undesirable, shall be corrected, and shall not reoccur in the future.

3. Written reprimand – may be issued oral warning for misconduct or may serve as first notice to the employee that he/she has breached his/her designated responsibility. A copy of the written reprimand shall be provided to the employee. The original reprimand shall be placed in the employee’s personnel file as a permanent record of the misconduct and discipline. The employee has the right to attach his/her written rebuttal to the documentation. The written reprimand shall contain:

   A. Facts of the incident/situation
   B. Specific directives for correction
   C. Remediation techniques
   D. Date of reprimand
   E. Employee’s signature of receipt and acknowledgment
   F. Administrative leave with pay, authorized by the superintendent or designee;
   G. Administrative suspension without pay;
   H. Administrative leave without pay, authorized by the superintendent, as an alternate to termination;
   I. Demotion, authorized by the superintendent as an alternative to termination.
Consequences – Standards of Conduct

1. 1st Offense – Verbal warning
2. 2nd Offense - Written warning
3. 3rd Offense – Removal from any extra driving privileges.
4. 4th Offense – Possible termination in accordance with GPISD policy.

Termination

To maintain a good working environment, all employees are expected to conform to reasonable standards of performance and conduct. When an employee demonstrates an inability to maintain these standards, the Shift Manager or the Director will take necessary corrective action. This action in all cases is directed toward resolving personal and work-related problems which interfere with the employee's effectiveness. When all reasonable efforts to correct employee, deficiencies are exhausted, it is necessary that he/she be terminated.

An employee whose performance is unacceptable, as determined by the employee's shift manager, may be recommended for termination to the Transportation Director. Reasons for termination include, but are not limited to, unsatisfactory evaluations, verbal warnings, and uncorrected notices of performance deficiencies or offenses that justify immediate dismissal. Examples of offenses warranting immediate dismissal include, but are not limited to, the following:

1. Adjudication at the trial court level for any felony or misdemeanor which is manifestly inconsistent with the safe and efficient operation of the school or department vehicle. This includes conviction of any felony, any crime involving moral turpitude, and any crime disrupting the educational process or work place or any other adverse adjudication.
2. Fighting, threatening, or attempting to do bodily injury to an employee or student. Bodily injury means physical pain, illness, or any impairment of physical condition.
3. Carrying weapons. A weapon is any object that could cause injury to another person and not required to be in the possession of that employee in the normal course of his/her job.
4. Stealing or misappropriation of property of employees or of Grand Prairie Independent School District;
5. Unauthorized use of Grand Prairie Independent School District vehicles and/or equipment;
6. Malicious mischief, the abuse, misuse, or deliberate destruction or damaging of property, tools, equipment of other employees or of the Grand Prairie Independent School District;
7. Altering or tampering with time cards, sign in/out rosters, or other documents relative to attendance, promptness, or departures. This also includes time padding, which entails the expanding or increasing of time needlessly to complete an assigned task.
8. Drinking alcoholic beverages on the job or during working hours; or the possession of or introduction of any alcoholic beverage on Grand Prairie Independent School District property or at school-related events at any time. This also includes reporting to work while under the influence of alcohol or testing positive for alcohol.
9. Use of narcotics, and/or the use, possession, or transmitting on district premises or at school-related events, drugs or substances capable of modifying mood and/or behavior. This also includes the habitual use of addictive drugs, hallucinogens, alcoholic beverages,
or controlled substances. Any employee testing positive for illegal drugs while on district property or work time will be terminated.

10. 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.)

11. Disorderly, disruptive, or immoral conduct on district premises.

12. Falsification of personnel, insurance, or other official Grand Prairie Independent School District records, or making false statements when applying for employment;

13. Falsifying, concealing information, or refusing to give testimony concerning accidents involving district vehicles, or other accidents and/or incidents which are being investigated;

14. The possession, display or use of pornographic, vulgar, inappropriate, obscene or suggestive material on district property or in district vehicles while on duty;

15. Leaving work early or leaving a work site without authorization;

16. Excessive absences or tardiness;

17. No show/no call for three consecutive days;

18. Unsatisfactory performance of assigned duties;

19. Any violations of the district's Working Agreement;

20. Or causes as determined by the superintendent or his/her designee.

Cell phones and other electronic devices

Drivers and monitors are strictly prohibited from using earphones or cellular phones while on route or when students are on the bus. This includes Bluetooth or any other hands-free devices. Wearing the device in your ear or around your neck gives the appearance of using it. Cell phones, tablets and any other electronic equipment should be stowed in your purse or backpack while the bus is in motion. Anyone found doing so will be subject to disciplinary action up to and including termination.

Videos

Video boxes are mounted on the front of all buses. The District reserves the right to video the driver, aide and student passengers at any time during the school bus use.
SECTION IV – ROUTES, FIELD TRIPS & CTE

Route assignments

Route assignments are based on attendance from the previous school year and seniority is given consideration only when initial route assignments are made at the beginning of each school year. Bus assignments may be changed, as necessary, during the year.

Open Routes

Open routes will be posted on the bulletin board for (3) days before being filled. It is the Director of Transportation’s decision to post a current opening. Criteria used to assign the routes will be:

1. Attendance
2. Accidents
3. Tickets/Violations
4. Attitude
5. Protocol
6. Seniority

Any driver or attendant that has an assigned mid-day/internship who misses 10 total check-ins is subject to loss of his/her mid-day/internship route assignment for the rest of the year.

Regular Routes

Student Ridership

• Student rosters are used to take roll on the buses and are required. The drivers are provided a Student roster and are required to keep it up to date.
• Drivers are responsible for taking an accurate head count of all eligible riders on the first Wednesday of each month, September through May. These rosters are to be turned in no later than Friday following the first Wednesday of each month.
• Drivers will complete a minimum of 2 student counts by name as required by the state. These counts must be turned in the same afternoon as counts are taken. Exceptions must be approved by the Routing Supervisor. Only students on the bus at the time of the counts will be included in the count.
• Students who stop riding should be kept on the roster and not counted.
• The roster reflects the number of eligible riders who ride a designated bus route. Therefore, if a route change should occur, the driver must obtain the roster of the new route. In the event of a route being split, all drivers should see the Routing Supervisor for help in making new roster.
• All paper work should be completed in black ink, which shows up best on a photocopy.
• Do not change the approved legal course of your route without prior approval from the Routing Supervisor except in the case of an emergency or road hazard. Road hazards include construction, detours, etc. Notify dispatch if an alternate route is necessary.
• Route changes may be necessary from time to time and the driver will be advised of all changes.
• The Transportation Department determines routes. Never change the route or connecting directions, except in case of a true emergency, i.e., accidents, construction, etc. When re-routing is necessary, avoid cutting through convenience store property, strip centers, etc. These are private property and are not to be used by buses. If a driver finds it necessary to
change his/her route, except for a one-time emergency, a meeting must be scheduled with the Routing Supervisor first. If the Routing Supervisor approves implementation of the proposed change(s), a new route sheet will be produced. It is the driver’s responsibility to check the new route sheet for accuracy and let the Routing Supervisor know immediately if corrections are needed. A copy of the route and pertinent maps should be kept on the bus at all times.

- Drivers must abide by the route time schedule and should not vary more than five minutes from an established schedule under normal conditions. Drivers should never be ahead of the routes scheduled time. If there is a need for a time adjustment, see the Routing Supervisor immediately.

- The Transportation Department also establishes bus stops. No changes in a regular stop can be made without written permission from the Transportation Department. Students should be picked up and dropped off at the stop closest to their homes. Students should be instructed to be at their stop at least 10 minutes ahead of the scheduled pick up time. Stops will be kept the same A.M. and P.M. In emergency conditions, a student may be delivered directly to his/her home. In extremely inclement weather, drivers may make more frequent stops. Stops are not negotiable with students or parents.

- When arriving at the various schools in the afternoon, drivers should try to be consistent, lining up in the usual order, when possible. If you anticipate being in line for more than five minutes, refer to the No Idling Policy. School officials should be prepared to make necessary adjustments. All students must have their student ID badge that was provided to them from their home campus to ride the school bus. If a student does not have their student ID, they will have (3) days to obtain a new one from their home campus. After (3) days, the driver will need to inform the Transportation Manager, so that the campus can be notified. Students will continue to have transportation.

- The driver is responsible to make sure every student scans their Student ID when loading and unloading. If the students ID is not working, driver must enter the students in tablet, manually loading and unloading. Drivers will need to make Managers aware of ID issues.

Special Education Routes

Driver responsibilities

Special Education driver responsibilities include but are not limited to:

- Proper use of wheelchair lift.
- Ensure all scholars are secure (seated and fastened properly) before the bus is in motion. This includes double checking wheelchair securement.
- Be familiar with the scholar’s individual needs.
- Communicate any concerns regarding scholar’s change in behavior with educators and the Special Education route coordinator.
- Must follow route turn by turn as indicated. If any changes are needed, communicate with the Special Education route coordinator for approval.
- Load and unload students properly through the SMART tablet. This is done by scanning the scholar’s badge or manually inputting them through a search provided by the tablet.
- Depart on time to ensure timeliness for all scholar pick up.
- Communicate with dispatch if attendant is missing to guarantee a timely departure.
• Keep a mental note that a wait time, not exceeding two minutes, can and will be applied for each scholar, if necessary.
• Communicate with dispatch if a scholar is undeliverable; return said scholar to his/her campus as soon as the entire route is complete.
• Notify the Special Education route coordinator of scholars whom have missed riding the bus three consecutive days, but continue the service unless otherwise notified.
• Maintaining bus cleanliness.
• Ensuring all supplies/tools are in place to accommodate scholars needs (all wheelchair accessibilities and child seats).

Attendant Responsibilities
Special Education attendant responsibilities include but not limited to:
• Assist scholars on and off the bus as needed (meet the scholar at entrance of the bus).
• Secure scholar in seat complying with individual needs (seatbelt, child seat, restraints, wheelchair, etc.).
• Communicate with driver of any emergencies that need immediate halt of the vehicle.
• Knowledge of strapping/securing wheelchairs.
• Keeping a watchful eye on all scholars throughout the entirety of the route.
• Engaging/interacting with scholars in a positive manner.
• Maintaining bus cleanliness.
• Assisting driver when backing up the bus is necessary.
• Ensuring all supplies/tools are in place to accommodate scholars needs (all wheelchair accessibilities and child seats).
• Communicate with driver and Special Education route coordinator of student concerns that may require immediate attention.

Duties of the attendant during loading by lift are:
A. Any student’s possessions that are loose must be put in a secure place. When the chair reaches the top of the lift, hold it securely while brakes are released. (The driver releases front brakes and the attendant releases the rear brakes.)
B. Secure the chair completely using the four-point system, strapping to prevent movement.
C. When loading a student through the service door, the attendant can usually provide all needed assistance. The attendant’s duties vary according to the needs of each student. Some students can walk onto the bus with assistance in balance. The attendant is to be in a position to prevent or break a fall. The attendant is to take care of student’s possessions to enable the student to use the handrail.

Housekeeping Duties
• Bus attendants share the following duties with the driver:
  • Sweeping the bus- daily
  • Mop bus- weekly
  • Wipe windows- when needed
  • Emptying trash- daily
Post Trip Duties
- Return seatbelts to their normal positions.
- Close bus windows
- Pick up any items left on the bus
- Assist the driver in post-tripping the bus
- Take care of any housekeeping duties

Emergency Procedures and Equipment
Know the evacuation plans. If you are a substitute on a different bus, discuss the evacuation plan for each run with the driver. Know where all emergency equipment is located, including:
- Seatbelt cutter
- First Aid Kit
- Fire Extinguisher
- Emergency Triangles
- Rubber Gloves
- Body Fluid Kit

Team Work-Shared Responsibilities
- Check with the driver on the operation of the individual bus.
- Be cooperative with each other.
- Express genuine concern for the students.
- Refer to the students by their names as quickly as possible.
- Go over the bus rules and what is expected from the students as soon as possible.

FIELD TRIPS
Assigning field trips rotation for drivers:
- In the event an assigned field trip will cause a driver to go into overtime, the driver must have the overtime approved by the Director of Transportation. If it is determined overtime is necessary, it will be approved.
- 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.
- New field trip will be posted every Monday. If Monday falls on a holiday or a scheduled day off, then field trips will be posted on the next business day.
- Drivers that want to be in the field trip rotation must complete 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.
- 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.
- 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.

- 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.
- Once the field trip has been assigned, the driver is responsible for that field trip. If a driver bids and receives a trip, then cannot complete the trip, immediately notify Field Trip Coordinator. The driver is required to make contact in person or by phone.
- Do not ask another driver to switch trips. The Field Trip Coordinator will assign a replacement driver.
- Drivers will be informed about the trip at least two days before the trip.
- Employees can inquire at any time where they are in the rotation. Employees must make the request through email.
- Any questions regarding driver assignments for field trips should be emailed to the Field Trip Coordinator.
- The Field Trip Driver Sheet will be placed in your mailbox at least one day prior to the trip.
- All drivers are expected to check their email and mailbox daily for instruction, communication, field trip details, etc.

Cancelled Field Trips:
- 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.
- Trips that are cancelled during the week have no guarantees. The driver will only be paid for the time on the clock.
- 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.
- 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.
- 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.
- There is no guaranteed pay for any field trip that has been cancelled in advance.
- 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 15 minutes, notify dispatch. After hours, notify Field Trip Coordinator, so the sponsor can be contacted.

Field Trip Driver Sheet:
- All information requested on extracurricular trips must be filled out by the driver who drives the field trip. This includes: mileage, time, and driver’s signature.
- The mileage and time starts at the bus lot, and will end upon returning to the bus lot.
• 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.
• 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.

Field trip pre-arrival guidelines:
• It is the responsibility of the accepting employee to read the Field Trip Driver Sheet trip notes for trip information; such as departure times, special instructions and directions are confirmed prior to performing the field trip.
• Employees should not ride on a route or a field trip with another driver unless asked to do so and approved by a Director of Transportation or Shift Manager. An employee’s children are not permitted to ride any bus other than the one to which they are assigned, unless an emergency arrangements has been made with the Director of Transportation or Transportation Manager.
• Employees are required to clock in 30 minutes before their assigned field trip departure time. Clocking in earlier is not permitted. The only exception is if the pickup location is outside of Grand Prairie, TX., then the clock in time will be adjusted by the Field Trip Coordinator. The driver will find instructions in the notes about the clock in time on the Field Trip Driver Sheet.
• All field trips require the driver to be logged in to the SMART tablet. The driver will use the 99-Ft with the last two digit numbers that represents the driver’s last name. For example, the last name that begins with the letter B the driver would enter 99-Ft-02 because B is the second letter in the alphabet. Driver may ask Field Trip Coordinator for clarification.

Field trip arrival guidelines:
• Employees need to arrive to the field trip pick up location at least 5 minutes prior to departure time.
• 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.
• If you are unable to contact the sponsor, secure the bus, and go into the office to notify the group you have arrived.
• Confirm the destination with the sponsor.
• Confirm with the sponsors unloading and parking information for any field trip venue.
• 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.

Field trip loading guidelines:
• Students must scan their Student IDs when loading and unloading. If students do not have their SMART ID, driver must enter the students in tablet, manually loading and unloading.
• 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.
• Take a count of students and adults and record on the Field Trip Driver Sheet.
• 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.
• Drivers or sponsors must announce the Bus Emergency Procedure Statement before departing the location. This can be found at the bottom of the Field Trip Driver Sheet.
• Occasionally, there will be items loaded on the bus such as: coolers, equipment, instruments, supplies, etc. Some items must 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.

Field trip guidelines:
• Before departing the campus, confirm everyone has loaded including the sponsors.
• All riders must be seated and the aisle is to be clear before departing the location.
• As you enter and leave school grounds or private property use your yellow loading lights.
• After dropping off the group, driver must walk the bus.
• 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.
• If backing cannot be avoided, then drivers are required to spot each other.
• Frequently, you can unload and park away from regular traffic patterns.
• Remember to check the clearance, and fulfill safety requirements when parking.
• 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.
• 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.
• Make every effort to accomplish your trip in accord with the sponsor’s wishes. You can set limits and still enjoy a field trip.
• If the trip requires students to bring fast food on the bus, the students and sponsors are expected to clean up the bus.
• No glass is permitted on the bus.
• 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.
• 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.
• Uniforms MUST be worn on all field trips.
• Employees must conduct themselves in a professional manner at all times during their trip.

After field trip guidelines:
• Walk the bus before departing campus.
• Employees are responsible for refueling, sweeping, emptying the trash and securing (closing of windows and doors) of vehicles used once the trip is completed.
• 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.
• 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.
• Driver that do not clean a loaner bus will be removed from the next bidding process.
• **Driver must complete post trip inspection in SMART.**
  • All employees must clock out within **10 minutes** of completing the post trip inspection, unless you are starting the PM route.
  • Report any difficulties to Field Trip Coordinator, so that future trips can be made enjoyable for the students and the driver.
  • Employees must report any and all damage caused by a group or individual immediately to the Field Trip Coordinator.

**Weekend field trip guidelines:**
• 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.
• It is the employees’ responsibility to get their keys for field trips that depart after 10:00 A.M. on Saturday and all Sunday field trips.
• Employees must text the after-hours cellular number one hour before your pickup time for all Sunday and Holiday field trips.

**Out of town field trip guidelines:**
• Driver will complete a Travel Card Obligation form.
• Driver will complete a GPISD Travel Authorization Form
• The driver will receive an email with instructions to pick up the Travel Folder from the Ed center.
• If an employee has been assigned an overnight trip, it is your responsibility to make arrangements with the Field Trip Coordinator to pick-up the gas card.
• The minimum pay for a driver’s daily time will be 5 hours per day.
• Drivers are only paid for their use. Driver must keep a log of their time, and have sponsor sign the log daily.
• It is the employee’s responsibility to return the gas cards and receipts to the Field Trip Coordinator directly.
• 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.
• 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 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.
• 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.
• 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.

Convoy field trip guidelines:
• Convoy field trips follow all other guidelines too.
• The lead bus oversees the entire trip.
• Prior to leaving the campus, lead bus will discuss with other drivers the planned route.
• All buses need to switch their two-way radio to the bus to bus channel.
• All buses must be ready to depart the campus together.
• The lead and last buses will activate their strobe light.
• Drivers must maintain a safe following distance at all times. It is important for the group not to follow too far behind other buses.
• The lead bus must set pace by driving at a safe speed.
• Do not pass other buses.
• 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.
• All buses must listen to the lead bus for instructions regarding lane changes or exiting.
• The bus formation should be in the right lane or the safest lane.
• When entering on the freeway, the lead bus enters the freeway, once the last bus enters onto the freeway notify the lead bus.
• The lead bus will communicate lane changes and exits to the other buses, using the two-way radio.
• When making lane changes the last bus should move over to the new lane when it is safe to do so.
• 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.
• Drivers must avoid backing the bus. If backing cannot be avoided, then drivers are required to spot each other.
• If a driver is leaving, then send a text message letting the sponsor know your plans. Driver must make sure the group's needs are met before leaving the site.
• Drivers will need to be sure to switch the two-way radio back to regular channel at the completion of their field trip. Please complete a radio check to confirm the two-way radio is working properly.

Other field trips guidelines:
• 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.
• Additional persons not officially designated as part of the group are not allowed on the bus.
• 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 sponsors can ride the bus.
• 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.

• 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 a member of the staff for that campus on that particular trip.

CTE Routes
• Drivers are expected to complete all portions of their internship route that they were assigned. If a driver is unable to complete their internship route, they must notify the CTE Internship Router immediately. Failure to properly notify could result in the loss of the route.

• Drivers must inform the CTE Internship Router the number of students transported daily.

• If your students do not show up after five minutes, notify dispatch, so they can give you further instructions.

• Intern students must scan their Student IDs. If a student does not have their SMART ID, drivers will notify the CTE Internship Router so the CTE Coordinators can be notified.

• All communications that are given to the driver via the sponsor in regards to the internship route must be relayed to the CTE Internship Router immediately.

• Drivers must convey all problems and concerns with their internship routes to the CTE Internship Router immediately.

• Drivers cannot accept field trips that will interfere with their internship route.

Special Permits
It is a violation of procedure to permit a student to get off your bus and ride with another person or a student without having made prior arrangements. Never release a student anywhere but at his/her own bus stop or at a school with a school official taking responsibility. While still on school property, if a stranger approaches your bus, send them (without the child) into the school to get a school administrator/teacher to release the child. Do not leave your bus for any reason under circumstances of this nature. (Keep bus door closed while you wait.) Be sure the release is signed by a school official. Turn the release in to the Routing Office upon return to the Transportation Center.

Alternate Transportation
A student who is not an eligible rider on any particular route may not ride a school bus from school for any reason unless the student has an Alternate Transportation Form. The student with an Alternate Transportation Form to ride an unassigned bus shall not have seat privileges over a regular passenger when the bus is loaded to capacity.

When you see new students in your designated route area, pick them up and get their names and addresses. These students may be new students and eligible to ride your route. They may be riding with friends, but at the pickup point we are unable to make this determination. The student should be informed at this point that should it be necessary for him/her to ride the bus in the afternoon, he/she must have a proper pass issued and signed by the principal. Notes from
parents are never accepted as permission slips.

In the A.M., students waiting at a stop are to be picked up and transported to school. If they are suspended from the bus they should still be brought to school, identified, and reported indicating that they were in violation of the suspension. From time to time, students will miss their regular bus and attempt to ride your bus. These students should be brought to school, identified, and reminded that they should ride their proper bus. Repeat offenders should be written up on a behavior report. A student should not be left behind at a stop, except when a student is carrying a weapon. Students, who are knowingly left at a stop for any reason, MUST be reported to the dispatcher and/or written up in a report for follow-up. The bus driver shall not transport any persons other than students, teachers, or staff of the GPISD at any time, unless instructed by the Transportation Office. You must decline permission to ride for any person you do not know and who cannot prove his/her eligibility.

Student Illness / Injury
Report to the dispatcher and follow with proper written report immediately when students are injured or become ill on the bus. The dispatcher may direct the driver to take the student to the nearest school and report to the nurse or a teacher in the loading zone. The school can call the parent and take care of the situation. Report to the dispatcher immediately. Students may ride the regular school bus with physical impairments and using aids such as crutches or a cast ONLY if they are able to enter and exit the bus by their own power in a reasonable amount of time. The driver is not allowed to physically assist in any way. Please report this type of situation immediately to a Shift Manager.
SECTION V - SAFETY

Training Period
The complete training course consists of behind-the-wheel training, completion of a skills course, observation by the trainer, driving a loaded school bus with the trainer and at least 6 hours of safety films. Additional training may be deemed appropriate. All of this training is to be completed prior to the 90 day probationary period. If a trainee has not shown an ability to perform safely as a GPISD school bus driver after a reasonable period of training, the instructor will not be able to certify the trainee as a school bus driver and the trainee may be terminated.

Transfers
If you transfer from a Regular Route to a Special Needs Route you must receive all extra training as required by the Director or designated staff.

Certification Class
Successful completion of the school bus driver-training course is required of all drivers. School bus drivers must have in their possession a certificate indicating enrollments in or completion of the twenty-hour course. Drivers are responsible for renewing their certification every three years by completing an eight-hour refresher course.

Bus Stop Etiquette
- You should try to avoid confrontations and conferences at or on the bus. If a parent or someone else comes to the bus to raise an issue, POLITELY explain that you are not able to conference with them now, but you would be happy to give them the number to the transportation center so that they could talk to a shift manager about the problem.
- Do not allow persons to step up on the bus. Keep your hand on the door handle or switch and advise them that it is unlawful for them to board the bus (TEA Ed Code 37.126, Disruption of Transportation).
- If possible, ask the person to come around to the driver side window. If the person wishes to argue or continues to press an issue, again ask him or her to call your Manager at the center.
- Always be able to recite or write down the phone number (972-343-4400) and assure him or her that someone will be able to assist with his or her concerns.
- If this does not work, slowly start to close the door, being careful not to contact the person.
- Fully close the door and CAREFULLY proceed out of the area.
- If you are unable to follow through with this procedure, radio into base to report the problem.
- Make sure that you provide concise information regarding your exact location.
- Report the incident in writing to the dispatcher immediately upon your return to the center.

Speed Limits
- You must operate school vehicles 5 MPH under legal speed limits always and use every precaution to insure the safety of the riders. The GPISD Transportation Department maximum speed for school buses is 50 MPH. The School District will not aide or pay for your fines if you violate traffic laws while operating school district vehicles. If you are reported for speeding or receive a citation you will complete mandatory training. Training must be completed in order to continue with route assignment.
• The speed limit at the Transportation Center and all school properties is 5mph.

**Lights**
All traffic lights should be approached with caution. Note the timing of the lights on your route and be prepared to stop at stale green lights. Intersections should not be crossed at more than 30 MPH.

**Railroad Crossing Procedures**

1. Turn on hazard lights at least 200 ft. before stopping.
2. Approach alertly, with intent to stop.
3. Stay in the right lane of the roadway, if possible.
4. Stop no closer than 15 feet and no further than 50 feet from the tracks.
5. Put transmission in neutral, and set parking brake.
6. Keep your foot on the service brake so you can’t move or be shoved into the path of the train.
7. Signal students to be quiet.
8. Open driver’s window.
9. Open service door, if able.
10. Look left, right, and left again and listen for approaching trains.
11. If train is seen or heard approaching, keep foot on the service brake and wait for it to pass.
12. Look again at any crossing signals to make sure tracks are clear.
13. Close driver’s window and service door.
14. Begin crossing when you are sure that you do not see or hear a train or its warning whistle.
15. Never stop on railroad tracks for any reason.
16. Turn off hazard lights once clear of the tracks.

**Loading and unloading procedures**

1. Activate AMBER FLASHERS at 200-500 feet
2. Activate RIGHT TURN SIGNAL if applicable at about 100-300 feet.
3. Check traffic and mirrors, decrease speed to 10 MPH
4. Stop at least ten (10) feet from students.
5. Deactivate RIGHT TURN SIGNAL
6. Activate SPRING BREAK
7. Activate gear IN NEUTRAL
8. Check mirrors and traffic, open door, board students. NOTE: Do not close door or move vehicle until all students are seated.
9. Check mirrors, traffic and close door.
10. Departing from the bus stop. Check mirrors and traffic, close door, release spring break, place gear in drive.
11. Activate LEFT TURN SIGNAL if applicable.
12. Check mirrors for traffic.
13. Move into traffic, continue route.
14. NOTE: the driver must be present and remain on board the bus anytime students are on the bus.
15. The passenger door must remain closed any time the bus is in motion.
16. Drive safely and considerately.
**Bus Service Door**
The law requires that your service door be closed always when the bus is moving, even when empty or on the lot. Close the door before beginning to move the bus. You are the only operator of the service door. Rear emergency door must remain unlocked while bus is in operation.

**Damage inspection**
You must inspect the bus before and after each run. You must report all damage to the bus. If any damage has occurred, fill out the appropriate report immediately after completion of the run. This includes vandalism, scratches, dents, egging, tears or graffiti on seats bus walls inside and out.

**Bus Parking**
All busses have an assigned posted parking space. Always park your bus in the assigned space. When using a spare, confirm with the dispatcher on the correct space. Never park the bus at the fuel pumps. When pulling into the space, the front bumper should line up with the white line in front of parking space using cross view mirrors. Don’t forget to always set the parking brake.

**Bus Cleanliness**
You are responsible for keeping buses clean and equipped daily. A clean bus is conducive to good behavior and safety. Bus cleaning can effectively be done at the waiting areas.

**Windows**
You are responsible for making sure the driver window, front windshield, and service door are all clean and free of obstructions. The windows and doors are to be closed at the end of each route.

**Preventable Accidents:**
Certain classes of accidents are defined as preventable. Preventable accidents include but are not limited to the following:

1. **Backing Accidents**
   GPISD Transportation does not permit backing without a guide. Contact dispatch to receive permission that backing is a necessity. Responsibility for backing safely is entirely yours. Backing is dangerous only if the driver neglects to make sure the way is clear during the entire movement. You are responsible for making sure the way is clear when backing, using rear-view mirrors, looking back, getting out to look, or having someone direct you. However, a guide does not have control of the vehicle, so don’t risk your record by using an unreliable guide. As a defensive driver back slowly and cautiously from the time you put your vehicle into motion until you stop. It is your responsibility to watch for and be prepared for any change in condition during the movement. Backing should be avoided as much as possible.

2. **Intersection Accidents**
   Intersections are dangerous locations due to complex traffic movement is crowded into a small area. Safe passage requires exceptional driving caution. Most intersection accidents can be prevented. Right-of-way even when reinforced by stop signs or signals does not protect you from violators, funeral processions, fire, police and other emergency vehicles, always proceed with caution. Avoid intersection accidents by faithfully observing all regulations, and by approaching, entering and crossing intersections slowly and cautiously. In this manner, you can keep your vehicle under
control, foresee accident-producing situations and avoid violators. Come to a full stop gradually at stop signs. The following steps should be applied at all intersections:

- Proceed when it is safe
- Respect the right-of-way of the other drivers yield your own right-of-way when it will prevent an accident.
- Do not depend solely on lights, signals or other regulations at an intersection. Watch for violators. Do not take chances by going through an intersection on changing lights. Yellow lights mean slow down and prepare to stop.

3. Apply Caution
Making turns at an intersection creates a temporary traffic block. You should use extreme care when making your turns and be considerate of other drivers making turns. Turning accidents can be prevented by properly positioning the vehicle well ahead of the turn, slowing gradually, and signaling and completing the turn only when it can be done safely. Know that you cannot depend on other drivers to use the same care, and be prepared for the possibility that (they) will turn improperly. A defensive driver never passes another vehicle at an intersection.

4. Pedestrian Accidents
Whether you have the right-of-way or not, there is always a moral responsibility to yield the right-of-way to pedestrians. Preventing pedestrian accidents at intersections requires the courtesy of allowing; them to complete the crossing when the light changes, restraining from startling and confusing them with loud horn blasts, and respecting their right-of-way when you are making right or left turns. Preventing pedestrian accidents requires alert watchfulness to avoid “jaywalkers” everywhere, including persons stepping out from between parked cars and children darting from curbs in residential areas. Because of the serious nature of pedestrian accidents, they are to be reviewed carefully and are not to be (decided) declared unavoidable unless searching investigation fails to uncover anything that the driver could have done to prevent the accident.

5. Rear-End Collisions
Accidents in which your vehicle collides with the rear of the vehicle ahead are seldom excusable. A sudden stop by a vehicle ahead is a common occurrence. You should be prepared for it. It is your duty to follow at a safe distance and have your vehicle under control. Then, if the vehicle makes an emergency stop, you neither hit it nor do you have to stop so suddenly and become a target for the vehicle behind you. Rear-end collisions in which the vehicle to the rear strikes your vehicle are certainly preventable when they are caused by sudden stops at intersections, grade crossings, passenger stops and when preparing to turn or park.
Rear-end collisions which occur when your vehicle is improperly parked or allowed to roll back before starting up shall also be considered preventable.
Most rear-end collisions can be avoided by foresight in controlling speed and allowing sufficient distance. Watch the traffic situation ahead of the vehicle ahead of you so you can anticipate the need to stop. Stop gradually, not suddenly.

6. Traffic Lane Encroachment Accidents
The first requirement for passing is to wait for safe clearance, which is regulated by the traffic line ahead, oncoming traffic and following traffic. Signal your intention before passing and wait until the driver ahead is aware of your intention. Make sure no driver to the rear is about to pass you. Then pass to the left (except where special regulations direct otherwise) and do not cut back to the right until you are sure of clearance. Watch for others to pass, stay to the right and be ready to drop back if the other vehicle cuts too soon.
Weaving, either from lane to lane, or within one lane, is prohibited. Stay in a straight line and stay to the right except when passing. In heavy traffic, constant changing of lanes seldom gains time and often causes accidents. Use caution when changing lanes to pull around such temporary blocks in your lane such as stalled or parked cars, street repairs or halted buses. When entering traffic from the curb or a parking space, look before starting to move from the curb, signaling your intention, then wait until traffic is clear enough to pull out safely. You should never attempt to bulldoze your way into traffic. You should also prepare to avoid amateur drivers who might pull out suddenly when you are passing parked vehicles. Drivers sitting behind the steering wheel, front wheels turned out and exhaust coming from the rear of the vehicle, are signs the parked driver may pull out.

When entering traffic from an alley, driveway, side street, etc., come to a full stop. Proceed with the same caution as when pulling into traffic from a parking space.

7. Accidents Resulting from Mechanical Condition
You can prevent accidents resulting from mechanical failure by inspecting your vehicle regularly and carefully, reporting faulty conditions for repair, driving within the mechanical limits of your vehicles and refraining from driving in a manner that will abuse the vehicle. Any accident blamed on mechanical failure that reasonable and prudent attention could have been foreseen – but was not reported for repair – shall be considered preventable. An accident blamed on mechanical failure that resulted from your rough or abusive handling shall be considered preventable.

8. Accidents with Fixed Rail Vehicles
Trains always have the right-of-way. If you are involved in an accident with a train, the accident is considered preventable.

You should depend on your eyes and ears – not on gates, automatic signaling devices, or watchmen at grade crossing. Keep to the right and do not shift gears while crossing. Do not rush past the tail of a passing train until you are sure there is not another train coming on another track.

9. Collisions with Stationary Objects, Non-collision Accidents, Unattended Vehicle Accidents, and Miscellaneous Accidents
Often of minor severity, but serious because of high frequency, are “collisions with stationary object” accidents as scraping or striking curbs, buildings, signs, trees, posts, bridges, parked vehicles and various overhead obstructions. They are considered preventable. Due to “Stationary Objects”, don’t run into vehicles. The more severe accidents resulting from overturning, running off the roadway, or colliding with stationary objects sometimes are caused by taking emergency action to avoid another accident. However, the circumstances of such accidents usually reveal that the driver was themselves in a situation where emergency action became necessary. It is your responsibility to be sure your vehicle is safely and securely parked when you leave it unattended. “Run-away” accidents “unauthorized driver” accidents and accidents caused by delay in placing or complete failure to place flares, flags, or other such warning devices shall be considered preventable. When parking, you must set the parking or emergency brake, turn the wheels toward the curb, leave the bus in gear and block the wheels, if necessary, to prevent the vehicle from running away. The ignition key should be removed if you are going to be out of sight of your vehicle. Flares, flags, etc. should be placed properly and promptly if it is necessary to stop on the roadway or in other obstructing positions. Passenger accidents caused by sudden starts or stops, or other faulty driving practices, must be classed as preventable.

10. Accidents Blamed on Adverse Weather Conditions
Rain, snow, fog, sleet or icy pavement has never caused an accident. These conditions merely add
more hazards to driving and make the normal hazards worse. Accidents are caused by you not adjusting your driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable. You can drive safely on extremely slippery road surfaces by reducing speed.

11. Seat Belts
Seat Belts should be worn always when operating a motor vehicle for any distance. If seat belts do not work properly complete work order and request another bus.

Other Reminders

- All drivers and attendants are required to attend monthly safety meeting.
- Any student attempting to carry any type of weapon onto the school bus must be refused permission to ride. Students in possession of alcohol or any item prohibited by the school should be reported immediately upon arrival at the school. You must immediately follow-up incident with a written report.
- Any type of object carried onto the bus that you determine may be dangerous or cause student disruption must be refused. The dispatcher must be notified to make the final determination as to whether the item is to be permanently disallowed. Glass breakable containers are always prohibited for use on the bus by students, sponsors and drivers.
- Pets, animals, fish, insects, etc., are not permitted at any time.
- You shall not stop at a store, doctor’s office, or any other place of business or make an irregular stop to discharge students or conducts personal business.
- Make every effort to encourage the students on your bus to keep the interior of the bus clean. No eating, drinking, or gum chewing should be permitted. Your discretion is advised. Glass or breakable items are not to be used on the bus. This includes, but is not limited to, drinking glasses, ceramic coffee cups, etc.
- You should not allow lost articles to collect around the driver’s compartment. Breakable items should be immediately removed for safety reasons. Immediately after completing a route, check the bus for lost items. If the owner of a lost article cannot be found in 48 hours, turn the article in to the office Lost and Found. Valuable articles may be checked with the dispatcher for safekeeping. Valuable articles are items such as purses, musical instruments, new articles of clothing, or money, etc.
- Band instruments must be kept in the seat with the student. Instruments or other student belongings cannot be allowed to block the aisle or service stairs. If room permits, these items may be kept up front in a designate seat. This may help expedite loading and unloading. If necessary, a Shift Manager can be contacted and special arrangements made.
SECTION VI - EMERGENCY MANAGEMENT

Driver’s responsibility.

- The driver’s #1 responsibility is the safety of the students on the bus.
- Secure the scene and ensure that your bus and students are safe.
- The driver is to call Dispatch and let them know that they have been in an accident using the codes that are given.
- The driver will turn their radio to the bus to bus or emergency channel on the two-way radio to continue assessing the situation with Dispatch/Director.
- The driver will be directed to call 911. They will be kept on the phone with 911 until the first emergency personnel arrive.
- The driver is to hold the microphone button down while communicating with 911 on the phone so that dispatch and management are apprised of the situation.
- Provide basic first aid if needed.

When talking with 911 and dispatch the driver must remember to stay calm. The drivers’ actions and attitude makes a difference to every student on the bus. Adhere to the following:

1. Know your location;
2. Check to make sure there are no injuries and if an ambulance is needed;
3. Let dispatch know of any damages to the bus and whether it is drivable. We will always send another bus to get students to school or home as quickly as possible.
4. Prepare your seating chart as you wait on emergency personnel to arrive.

Drivers must always carry the Accident Information Exchange Card when they are driving any school issued vehicle. These cards along with the vehicles insurance card and seating chart form are located above the driver’s seat or in the cubby next to the driver’s seat.

Do not discuss the accident at all with anyone except the Police, Risk Management or GPISD Transportation Department Managers, in person. The driver should request that any police interview be conducted as privately as possible. Witness statements will be taken as directed by emergency responders.

If the accident occurs on a non-school day or anytime the Transportation Office is closed, make calls to: 911, Shift Manager on duty, and Transportation Director

Drivers must carry the telephone numbers of the Director and Supervisor on Duty. This includes, home and cell phone numbers. These telephone numbers must be carried with you always.

Any driver who has an accident must complete an accident report upon return to the Transportation Center. Drivers must also complete a drug test before they can return to duty.

Accidents are investigated and ruled as being Preventable or non-Preventable. The severity of the accident is also taken into consideration regarding injuries and property damage. Disciplinary action taken, if necessary, will be based on, but not limited to, these factors and can include suspension and recommendation for termination for first offense or multiple offenses.
EMERGENCY RADIO CALL CODES – Must be carried by the driver always

<table>
<thead>
<tr>
<th>Radio Call Sign</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code Mr. Yellow</td>
<td>Means that a man has approached or is approaching the bus aggressively. Dispatch will call 911 for back up.</td>
</tr>
<tr>
<td>Code Mrs. Yellow</td>
<td>Means that a woman has approached or is approaching the bus aggressively. Dispatch will call 911 for back up.</td>
</tr>
<tr>
<td>Code Red</td>
<td>A bus accident with minor injuries if any, or Bus Evacuation.</td>
</tr>
<tr>
<td>Code Blue</td>
<td>A Bus accident with severe injuries that could be potentially life threatening.</td>
</tr>
<tr>
<td>Code Silver</td>
<td>A student or adult has displayed a weapon.</td>
</tr>
<tr>
<td>“The Driver”</td>
<td>A driver who calls in a “CODE” and has been confirmed by dispatch or a manager must then switch their radio to the emergency channel or bus to bus.</td>
</tr>
<tr>
<td>All other drivers</td>
<td>If you hear any of the above, All radio communications stops except for the one person calling in the Code.</td>
</tr>
<tr>
<td>Director, Manager, Shop</td>
<td>Director, Managers and Shop personnel: When a “CODE” has been declared you must switch your radio to the emergency channel or bus to bus and be ready to jump into action.</td>
</tr>
</tbody>
</table>

**Bus Failure**

Protect the passengers and the vehicle using reflectors as needed. Contact dispatch and shop.

Call the shop with the following information:

1. The nature of the problem, if known, i.e. flat tire, out of fuel, etc.;
2. Location of the bus- BE SPECIFIC, give Current Street and closest Cross Street;
3. Number of students on the bus, number left to deliver or pick up and school of attendance.
4. The dispatcher will see that you get another bus so that you can complete your route with a minimum of delay.
5. Drivers should not make any attempt to make any repairs. Turn the engine off and wait for assistance.
Transferring students from disabled bus to relief bus
The dispatcher must give approval before any driver gives assistance in unloading students from a disabled bus to a relief bus. If an immediate danger such as a traffic or possible fire conditions exist, the driver and attendant must use their best judgement as to how to safely evacuate the students from the bus. In all other situations, the relief bus should pull in front of and as close as possible to the disabled bus without backing in. In some situations, such as a loading zone, the relief bus may pull alongside the disabled bus. If possible, a Manager will come to the location to assist. Both drivers should activate their red flashers and leave red flashers on until loading/unloading procedure is completed.