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## Mission Statement

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# Overview of the

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**Preventive Maintenance**

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## Schedules

earned time off is left to each employee

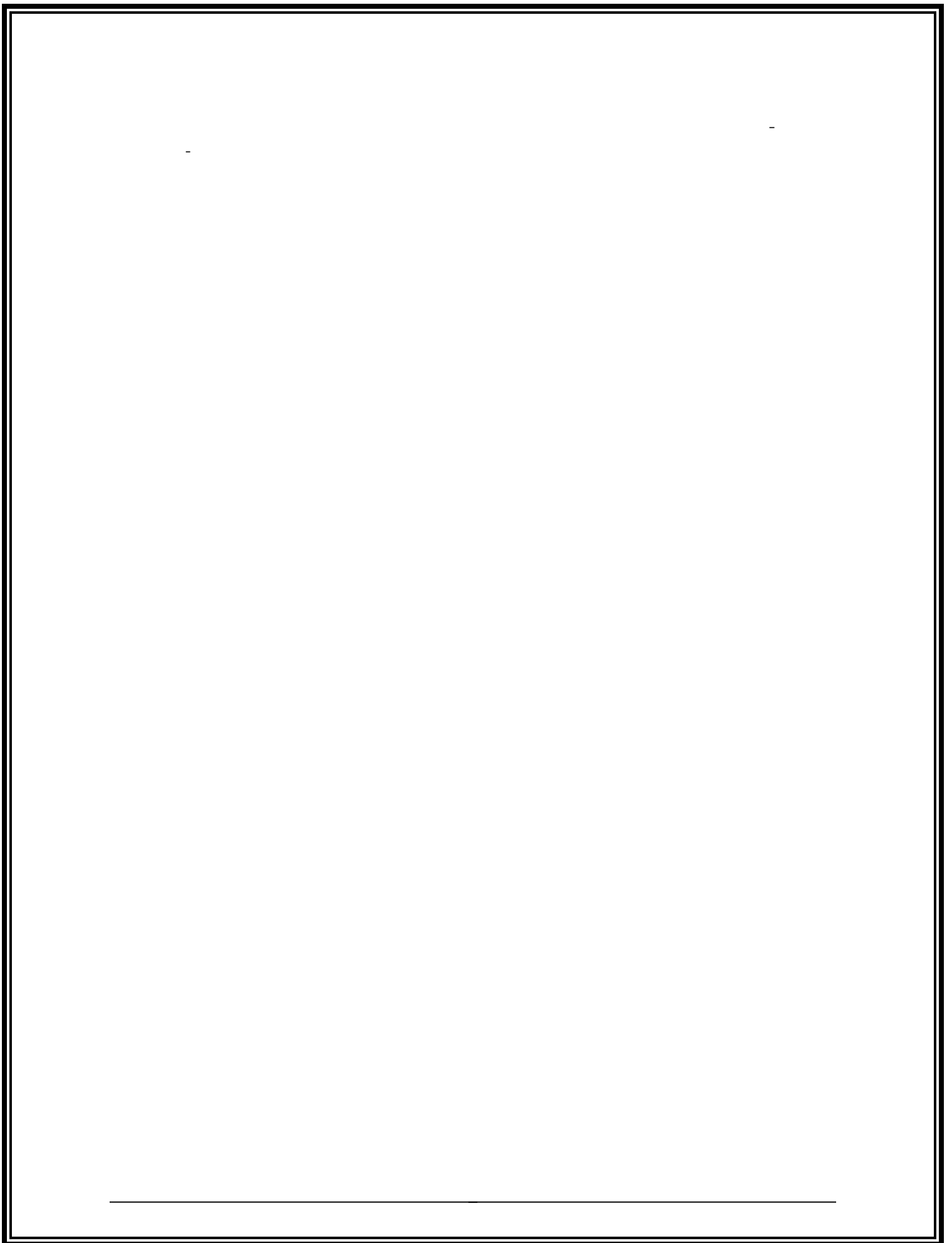
The choice to report to work or to take

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## Reporting Absences Types

*(in place of a parent)*

*in loco parentis*

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## **Resignations**

## **Tobacco Products and E-Cigarettes use**

## **Dress Code and Grooming**





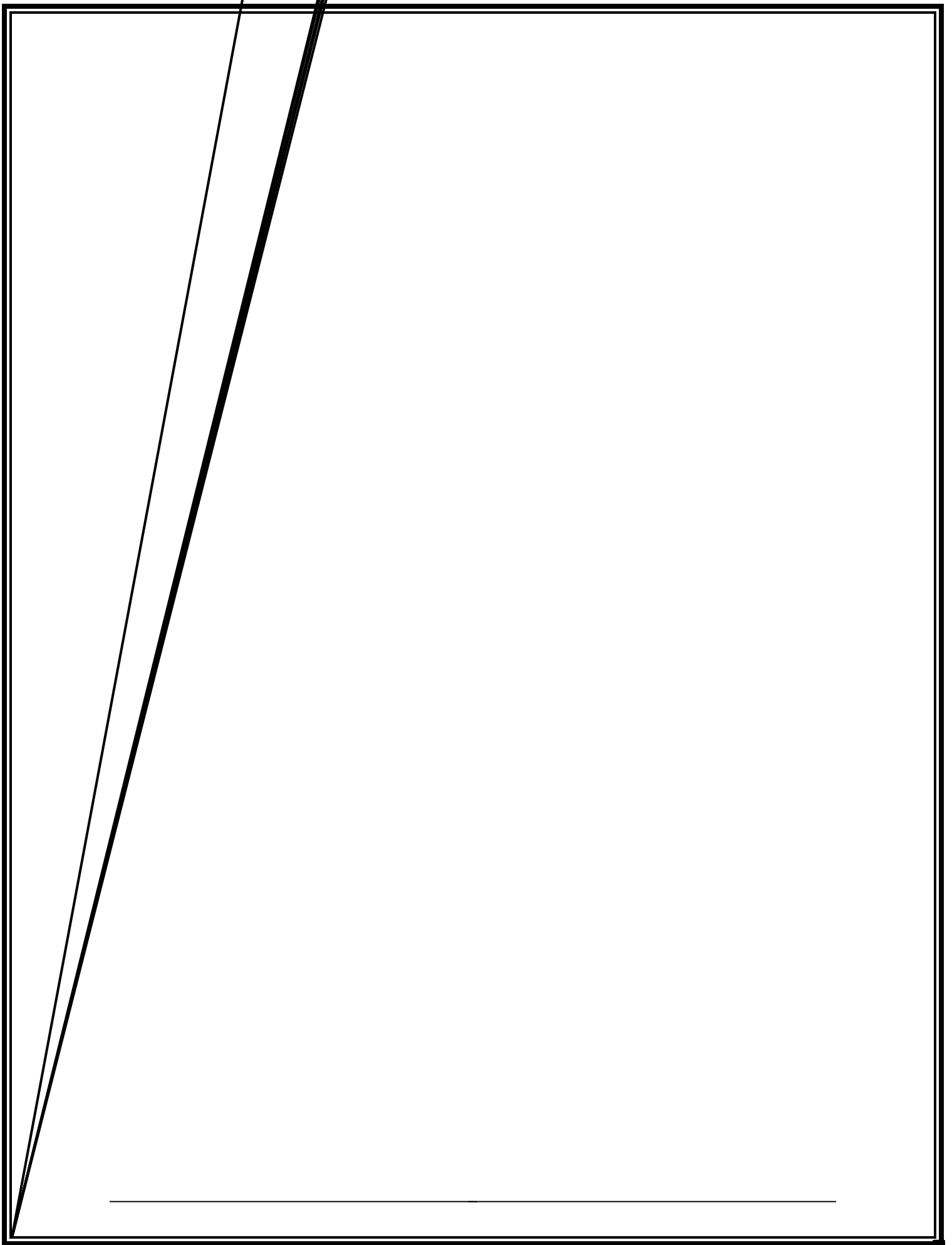
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prohibits

Personal Use of District-Owned Cell Phones, I pads, or similar devices

**BISD TECHNOLOGY ACCEPTABLE USE GUIDELINES  
FOR EMPLOYEES**

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# Vehicle Regulations / Time on Task

Drive the speed limit

# Drug and Alcohol Testing



## Facilities Management School Vehicle Accidents

All employees that drive a school bus or district vehicle, whether it is district owned or personal, while conducting district business will be required to submit their name, driver's license #, and DOB for an annual Motor Vehicle Review. Commuting to and from work does not apply.

There is an Accident Procedures and Report in each district vehicle. Take it out and read it immediately upon being in an accident to remind you of district procedures. Complete the form attached as soon as possible the same day of the accident.

All accidents, incidents, or student injuries involving a district vehicle are to be reported to your supervisor immediately. Re-notification must be made to the supervisor immediately upon returning to the Facilities Management vehicle lot. Do not leave the vehicle.

Failure to immediately report an incident/accident to the proper authority may result in immediate termination.

In case of an accident, follow these procedures:

Stop the vehicle. Set your brake. Turn off the ignition, and notify your supervisor immediately

Vehicles should not be moved except with the permission of the investigating officer unless there are no injuries and traffic flow is being impeded.

Activate hazardous flashers and place reflective triangles/cones if the situation warrants.

Drivers should report the following information to their supervisor:

Exact location of the accident/incident

Number of passengers on board/ Number injured

Any injuries that require immediate emergency service (EMS, Police, Fire)

Extent of any injuries to driver, passengers, and other individuals.

DO NOT talk to the media if they come to the scene. ONLY our communications Department can talk to reporters. Refer all questions to the BISD Communications Office. 817-547-5700 or 817 547-

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## **MANDATORY POST ACCIDENT TEST REQUIREMENTS**

As soon as practical following an accident involving a district vehicle, the driver may be sent for a mandatory post-accident alcohol and controlled substance testing if any of the following situations apply:

An individual is taken away from the scene for medical attention

A vehicle involved in the accident has to be towed away from the scene

There is a fatality involved in the accident

If reasonable suspicion warrants the testing

Alcohol Tests: If not performed within 2 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered. After 8 hours cease attempts and maintain the same record.

Controlled Substance Tests: If not performed within 32 hours following the accident, a record shall be prepared and maintained on file stating the reasons the test was not promptly administered.

## **ACCIDENT REVIEW BOARD**

An Accident Review Board (ARB) is established and will include a minimum of three individuals from management and one driver representative from the Transportation department. The driver involved in the accident will be required to attend the ARB meeting unless their absence is approved by the Director of Facilities Management or his designee. The ARB will determine the preventability of all vehicle accidents/incidents and recommend disciplinary or remedial action as it deems necessary.

## **DEFINITIONS**

The ARB will convene within fifteen (15) working days of the occurrence of an accident involving BISD vehicles. The exception will be five (5) working days of the receipt of the police report, required alcohol/drug testing report, if necessary, and completed insurance reports for damage expenses that have not been received within the original 15 day period. The ARB, either acting as a committee or at the request of management may hold a preliminary meeting to determine and recommend if the driver should be removed from the driving task until the investigation is completed and the final ARB is held.

## POLICIES

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**Recycling**

**District Property Control Procedure**

**Asbestos Management (AHERA)**

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