

# *Godley ISD Transportation Department*

## **Guidelines and Policies**

### **For Requesting & Using District Vehicles**

Transportation Office Phone: 817-389-3235

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#### **GENERAL:**

- You must possess a current Driver's License. A copy of it must be on file with the Transportation Department and you must have a clear driving record check to drive a District Vehicle. No exceptions will be made.
- **Only Godley ISD employees and enrolled students may ride in District Vehicles. Spouses, family members, or friends not employed by Godley ISD or not enrolled as a student will not be transported in or drive a District Vehicle.**
- **A District Vehicle should never be parked at your home.**
- All Vehicles are expected to be returned clean inside and ready for use by the next organization. For buses, please empty the trash bucket in the dumpster outside the gate before parking the bus in the lot upon your return. For cars, please deposit all trash in large trash can provided under car port. Be sure to remove all personal items.
- Accidents should be reported immediately. Every District Vehicle has an accident packet. Please fill out all necessary paperwork and turn in to Transportation Supervisor upon return. Any damage occurring to vehicle should be reported as soon as possible. Damage occurring outside of an accident/collision that is the Driver's or students' liability will be billed to your campus. Damage not reported can mean loss of further privileges to drive District Vehicles. Certain vehicle accidents may result in the driver being taken for a post-accident drug/alcohol testing.
- **When using a District Car, please park your personal vehicle in the spot where the District Car was parked, as there is limited parking space available. When driving a bus, please park your personal vehicle on bus side of the Transportation Office building.**
- All cars and trip buses have toll tags; feel free to use tollways as needed.
- Keys and paperwork may be obtained at the Transportation Office during the hours of operation of 6:00 am - 5:00 pm when school is in session. If you have a weekend trip or a trip on a district holiday/break, you must pick up your keys and paperwork by 5:00 pm on Fridays or the preceding school day of the holiday/break. Requests for vehicles needed during breaks and holidays should be entered as far in advance as possible. During summer and holiday breaks, keys and paperwork may be picked up Monday thru Thursday between the hours of 6:00 am - 2:00 pm.
- Keys for all vehicles have gate keys with them. If you come in and lot gate is locked, please lock it back when leaving. If lot gate is open, please leave it open upon leaving.
- Keys and paperwork should be returned through the slot by the Transportation Office door on bus side of the building.
- **When on a trip, do not transport or offer to transport another District's students or employees in our vehicles. Only do so when instructed to by an official of Godley ISD in order to assist in an emergency situation.**
- ***Our special needs bus and two smaller white activity buses have seatbelts on every seat. By law, all riders on these buses must wear these seatbelts as well as in the cars/suburbans.***
- Fuel credit cards may be obtained from the Business Office in Admin when going longer distances for multiple day trips. Please return the card to the Business Office upon return. Never leave a fuel card in the District Vehicle unless you have been instructed to do so by the Transportation Supervisor.

- Vehicle requests will be filled in order of priority. Groups with students will be granted priority status. If you have requested a vehicle for Staff only and none is available, you can receive mileage reimbursement through the Business Office. You must have attempted to request a vehicle and been declined by the Transportation Office first to get reimbursement. The Business Office will need a completed mileage log and reimbursement form signed by your Administrator/Director.
- We can now also rent a vehicle for you done through our Business Office in the event there is no District vehicle available as long as there is sufficient notice. Sufficient advance notice is needed to make the rental arrangements.
- **Regular school day field trips must be scheduled between the hours of 8:00am and 2:45pm when needing a Bus Driver.** Our drivers must be able to be here to perform both their AM and PM routes. If your trip is longer, our Driver can take your group to drop off between these times and then return to pick you up after the Driver's PM route is over. Routes can go as late as 5:00pm. Please keep this in mind when scheduling field trips.
- Included in our fleet of vehicles to reserve are two white 14 passenger Activity Buses. These do not require a driver to hold a CDL; however, they do require a Bus Driver Certification from the Texas Education Agency. One must have taken and passed a 20 hour bus driver certification class from the TEA, renewable every 3 years with an 8 hour class. Please see the Transportation Supervisor about acquiring this certification.

### **REQUESTING A VEHICLE THROUGH TRANSFINDER:**

Obtaining a school vehicle is a simple process. Simply follow these guidelines and your vehicle will be ready for you if there is one available. If you ever have any questions, please contact the Transportation Office at 817-389-3235.

- Go to the ISD website and click on the Transfinder link under "Teachers and Staff". You will come to a login screen. If you have never used Transfinder before, you will need to call the Transportation Office and get a login set up.
- Trip requests must be entered in Transfinder a minimum of 2 school days in advance. Please enter all trip requests as early as possible.
- ***Requests for cars and buses must be entered separately in Transfinder.***
- You will be prompted to choose a database so select the proper year; do not use the routing database – only field trips.
- On the next screen you will click on Field Trips at the top. Next screen, click on "new field trip". Any trip is considered a field trip whether you transport students or if only staff members are transported.
- Select your school campus. If it is an Athletics Trip, no matter what campus, choose "Athletics Field Trips".
- Select your department and activity.
- Enter departure and return dates and times.
- Enter Destination and give as much information as possible; for example – Tarleton State University, Stephenville. This is to ensure you have plenty of fuel.
- Contact person should be name of employee taking vehicle.
- Phone number provided should be the cell number of the employee taking the vehicle. This is for contact purposes and is very important. Do not enter your school phone number or extension in this field.

- Under Notes, enter as much information as possible so that we may fill your needs correctly. Think of this as sending the Supervisor a note giving details of your trip- for example, "Coach Jon Black will be driving bus", "bus driver needed for this trip", "2 suburbans needed, transporting large projects", etc. If you need our driver to take you somewhere for a meal, or to a park after a museum trip, etc., please add these details.
- Please note that any field trips requiring paid parking must be furnished in cash to the driver by the lead teacher/sponsor.
- Enter number of students, number of adults, and number of vehicles. Also, enter number of students traveling in wheelchairs if special needs bus is required. You may not be sure of how many buses you need, but a good estimate is 50 students per bus for secondary levels, and 75 per bus for primary levels.
- After all fields marked with a red asterisk are filled, you can click on "save".
- Once you have saved your trip in Transfinder, you will receive a trip number; this lets you know your request is complete.
- You cannot cancel a request in Transfinder once they are saved. *Make certain you cancel any un-needed vehicles by contacting the Transportation Supervisor as soon as you are know a trip is cancelled or a vehicle is not needed at 817-389-3235, by email, or by text message.*

### **ONCE YOUR REQUEST IS IN TRANSFINDER:**

- Your campus Administrator or Athletic Director will receive an email informing them that you have made a transportation request. Upon Administrator approval, you will receive approval from the Transportation Department. If for any reason we do not have the vehicle you need, you will be notified. If you are turned down for a car or suburban, you can take your own vehicle when transporting staff only - **\*no students in personal vehicles\*** - and be reimbursed for mileage. Be sure to note your odometer readings on departure and return to enter on reimbursement form. You will need your Administrator's approval for this as well before being turned in to the Business Office.
- When driving any District Vehicle, there is a clipboard that needs to be filled out in that vehicle. Please enter the information correctly. **Mileage is very important.** In the cars/suburbans there are insurance cards and accident packets on these clipboards as well, if ever needed.
- Anyone driving a bus will need to always perform a pre-trip bus inspection and a post-trip bus inspection using a Vehicle Condition Report (VCR). A VCR will be with your paperwork when you pick up your keys. Be sure these are filled out correctly and returned with your keys. Indicate on your VCR any problems with the bus that need to be repaired/corrected.
- Most buses have a post-trip *child check button* above the rear emergency exit. Some will have a buzzer and some do not. Please be sure you press this button after turning off the key, but before opening door of bus. If door of bus is opened before pressing the button, an alarm will go off and most buses will honk as well. If this happens, you will need to shut the door, turn the bus back on, let it run for a second to reset, then turn bus back off. Push child check button, and then you can open the door and exit the bus.
- All windows and doors on bus should be closed and all switches turned off before leaving the bus. Leaving windows and doors open on any vehicle can cause great damage from rain and animals/birds getting inside. If damage is caused by this kind of neglect, your organization or campus can be charged for repairs/cleaning.