

C.1.6.4 (Procedure) Transportation Management

Responsible Department: Vice Chancellor for Finance and Administration

Based on Board Policy: [C.1.6](#) – Enterprise Risk Management

Approved: 8-18-09

Last Amended: 2-26-15

College District vehicles (vehicles owned or leased by the College District) may be available for official travel by employees transporting employees or students if authorized in accordance with this procedure and College District policies.

Transporting Students

All those arranging travel for student groups shall make the arrangements in accordance with this procedure and College District policies.

Driver Requirements

A driver who is transporting students in a College District vehicle shall meet the following requirements:

1. College District employee (as defined in Texas Civil Practices and Remedies Code §101.001) who is not a college work-study student.
2. At the time of application to sign out a College District vehicle, the person shall provide proof of a valid driver's/operator's license appropriate for the vehicle to be driven in accordance with the Texas Transportation Code.
3. Have an acceptable driving record and meet any other appropriate requirements as determined jointly by the college Vice President for College Services and the College District risk manager.
4. Successful completion of the vehicle safety training course(s) designated by the District Enterprise Risk Management office at a frequency to ensure safe driving principles are retained and applied.
5. Be well rested and alert and not be under the influence of any substances that may impair safe driving (including alcohol, controlled substances, medication, or similar substances that may induce drowsiness or impairment).
6. During official travel, the driver shall comply with all applicable motor vehicle operation laws, regulations and posted signs, as well as all applicable policies and procedures of the College District.
7. During any time the vehicle is en route from point of departure to point of arrival, the operator/driver shall not use cell phones or portable electronic devices (e.g., games or music players), drink beverages or eat food, or otherwise engage in any activity that distracts or impairs one from driving.

Safety Standards

Before beginning each use of the vehicle, the driver shall ensure that the number of passengers does not exceed the designed or retrofitted capacity of the vehicle (whichever is fewer), and that each passenger is secured by a safety belt for the entire duration of the transport.

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Driver Fatigue

A driver shall take a ten-minute break from driving: (1) at least once every hour during inclement weather or nighttime driving; and (2) at least once every two hours of consecutive driving during non-inclement weather daytime driving.

Registration

College district-owned vehicles used exclusively for the college district are exempt from the state registration fee; however, they shall be registered in accordance with general statutes relating to motor vehicle registration. *Trans. Code 502.453*

Legal Reference - TACC Policy Reference Manual

CJ(LEGAL) - Transportation Management

CJA(LEGAL) - Transportation Management: Maintenance of Vehicles