

AISD SUBURBAN RULES & CONDITIONS

***If all District Suburbans are being used a Rental maybe substituted in its place.**

REQUEST & CANCELLATIONS

- a) All request must be submitted on Triptracker **2 weeks prior** to scheduled departure, **no email** request will be accepted.
- b) All request must be approved by the Approver of that campus.
- c) **Approved drivers** must be submitted at the time the request is completed online.
- d) Any cancellations or changes must be done by email to Charrasen Kennedy, ckennedy@aisd.net or Anthony Miles, amiles@aisd.net three days prior to scheduled departure.
- e) Suburban request **will not** be processed until all requirements have been met.

GENERAL

- f) According to AISD Policy, **no alcohol, tobacco products or e-cigs/vapors, no firearm or any other prohibited weapon will be allowed** in any District Suburban, school or Rental vehicle at any time.
- g) School Suburbans/Rental vehicles **must stop at all railroad crossings** per District Policy **anytime, anywhere when transporting school students.**
- h) **Students must be removed** from the Suburban/Rental vehicle **anytime the vehicle is being fueled.**
- i) Suburban/Rental vehicles **must be fueled and clean before** returned to Transportation, or a **\$50.00 fee** will be charged.
- j) **All drivers/passengers must wear seat belts/restraints as required by law.**
- k) **Suburbans and/or Rentals cannot be kept overnight at your home.**

APPROVED DRIVERS

- l) To become an **APPROVED SUBURBAN DRIVER** with AISD you must complete a brief Check Out at Transportation. **Check Out is by appointment only.** Tuesday - Thursday between the hours of 10:00 am and 2:00 pm.
- m) You must have a **current Texas driver's license** and be over the age of 21. A copy of your driver license record will be requested, and the driving record will be evaluated using the Department of Public System - Penalty Points System.
- n) A driver is **immediately disqualified** if they possess any **DWI, DUI or DWLI.**
- o) **All drivers are required to complete a Renewal form annually along with a copy of their current driver's license.**

PICK UP/RETURN

- p) All Suburban keys are to be picked up in the Transportation Office or the mail box marked "IN" for the after-hours pick up.
- q) The mail box is located by the first bay door on the northwest side of the garage.
- r) Paperwork for the suburban assigned to you can be picked up from the mail box marked "OUT", please only take the suburban assigned to you.
- s) Suburbans will be parked in the north lot along the fence. Your vehicle should be parked in place of that suburban. **Park suburban back in its assigned spot.**
- t) Suburbans cannot be picked up before the time stated on your suburban request and the Transportation Office must be notified if your trip is going to be excessively late.
- u) Put all paperwork with recorded mileage in the email box marked "IN".
- v) Return keys to the Office or "IN" box if it's after hours. Failure to return the keys to AISD Transportation Office may result in a fee to replace the missing key.

EMERGENCY EVACUATION

- w) Passengers should be asked to exit the suburban on the side away from the traffic, if possible, in an orderly manner.
- x) When the last passenger has exited the suburban, the driver, when possible, should check under and behind each seat to make sure a complete departure has been achieved.

Employee Signature:

Safety:

Date:

Transportation Contacts

Natalie Carter ncarter@aisd.net or #77852

Charrasen Kennedy ckennedy@aisd.net or #77853

Anthony Miles amiles@aisd.net or #77850

Twyla Fallahay-Patrick tfallaha@aisd.net or #77850

Garage 682-867-7867

Security Dispatch 682-867-7730