

**GRAND PRAIRIE  
INDEPENDENT SCHOOL  
DISTRICT**

**AUXILIARY SERVICES  
HANDBOOK**

**October 30, 2007**

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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 Julie Spears, Assistant Superintendent of Human Resources, at (972) 237-5546. 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](http://www.gpisd.org)).

## HANDBOOK & APPRAISAL INSTRUMENT ACKNOWLEDGEMENT

The Grand Prairie ISD Auxiliary Employee Handbook may be obtained at the District's home page at [www.gpisd.org](http://www.gpisd.org). I understand it is my responsibility to read or have read to me and familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change at the District's sole discretion. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I also understand I may confer with my immediate supervisor, department director, executive director, or human resources officer regarding the content of the Auxiliary Employee Handbook.

**I understand that this handbook is neither a contract nor a substitute for the official district policies.**

I also understand that, if I am an operator of a district vehicle, it is my responsibility to immediately notify my supervisor of any change in my driving status. I understand that failure to notify Grand Prairie ISD of a change in my driving record may result in the termination of my employment.

I understand that I have an obligation to inform Human Resources and my supervisor of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation of information presented in this handbook.

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Employee Signature

Social Security Number

Today's Date

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Printed Employee Name

Department

Revised 10/2/07

## 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](http://www.gpisd.org)*

### INSTRUCTIONS

- Log on to [www.gpisd.org](http://www.gpisd.org)
- Click on **School Board** *(top of district's home page)*
- Select **Policy Online** *(left 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.

## **Description of the District**

The Grand Prairie Independent School District was voted into existence on July 5, 1902.

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Currently, the GPISD has 37 campuses: 24 elementary campuses and 13 secondary campuses which comprise a total of approximately 3.4 million square feet located on 675 acres throughout the city of Grand Prairie.

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The GPISD is roughly 58 square miles. It runs approximately 20 miles from north to south and approximately 5.5 miles from east to west.

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The population of Grand Prairie is approximately 161,000. Over 24,000 of those are GPISD students.

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## **Mission statement**

*(Refer to Policy AE)*

We shall ensure student success through engaging learning experiences, collaborative leadership, and a focus on maximizing student achievement.

## **Vision statement**

We are a learning community vigorously pursuing student success.

## **We Believe...**

1. Public education is critical to the survival of our democratic society.
2. Constant change creates the need for lifelong learning.
3. The core business of schools is to create purposeful, engaging learning opportunities for students within a safe and caring environment.
4. Student success is driven by high expectations and engaging work.
5. Understanding, valuing, and preserving cultural diversity enhances student achievement.
6. Individual differences must be recognized, valued, and incorporated in the design of student work.
7. We share the responsibility to teach, model, and promote the development of strong disciplined character and moral decision-making for the well being of our society.
8. Genuine parent, community, and school partnerships are essential to meet the social, emotional, and academic needs of all students.
9. Building leadership capacity creates processes to broaden ownership and develop change facilitators.

10. Teachers must be leaders and inventors in order to gain student commitment for learning.
11. All students deserve excellent, well-trained teachers who provide purposeful learning opportunities.
12. Learning communities are critical to supporting the performance of all members, including students, parents, staff, and community.

### **District goals and strategies**

**GOAL 1:**     *Maximize Student Achievement*

**GOAL 2:**     *Build Leadership Capacity*

**GOAL 3:**     *Promote Character Development*

**GOAL 4:**     *Exercise Responsible Fiscal Oversight*

### **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

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2007-2008

**Paul E. Martinez, President**

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## Administration

*Susan J. Simpson, Ph.D.*  
Superintendent of Schools

*Nancy Vaughan, Ed.D.*  
Deputy Superintendent of Educational  
Operations

*Earl Husfeld*  
Deputy Superintendent of Business Operations

*Vern Alexander, Ed.D.*  
Assistant Superintendent of Discipline &  
Student Affairs

*Julie F. Spears*  
Assistant Superintendent of Human Resources

*Greg Vernon*  
Executive Director of Facilities

*Sandra De La Cruz*  
Executive Director of Pupil Support Services

*Lyle DuBus*  
Executive Director of Technology

*Beverly Flanary*  
Executive Director of Educational  
Programs

*Sue Harris*  
Executive Director of Planning &  
Accountability

*Gail Ownby*  
Executive Director of Elementary  
Education

*Mike Wallace*  
Executive Director of Secondary Education

*Sam Buchmeyer*  
Director of Communications

## 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

<b>Main Information Number</b>	(972) 264-6141
<b>Communications Department</b>	(972) 237-5381
<b>Human Resources Department:</b>	
Professional Employees	(972) 237-5379
Paraprofessional Employees	(972) 237-4007
Substitute Employees	(972) 237-5373
<b>Maintenance &amp; Operations</b>	
Auxiliary Employees	(972) 237-5363
<b>Finance (Payroll and Insurance)</b>	(972) 237-5507 (972) 237-5506
<b>Operations/Facilities</b>	(972) 237-5363
<b>Educational Operations</b>	(972) 237-4005
Media Center	(972) 237-5324
Staff Development	(972) 237-5315
<b>Special Education</b>	(972) 237-5441
<b>Elementary School Administration</b>	(972) 237-5484
<b>Secondary School Administration</b>	(972) 237-5482
<b>Technology Help Desk</b>	(972) 237-5413 (972) 237-5414
<b>Pupil Support Services</b>	(972) 237-4008
<b>Testing</b>	(972) 237-5442

## EMPLOYMENT

Employees are directed to access District Board Policies by logging onto the District's home page at [www.gpisd.org](http://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 on the basis of race, color, religion, sex, national origin, age, disability, or military status should contact Dr. Nancy Vaughan, Deputy Superintendent of Educational Operations (designated District Title IX Coordinator) at (972) 237-5480.

### **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.

### **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 and related educational material should contact Rosie Mendez, Safe and Drug Free Schools and Communities 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.

<u>BLOOD RELATION</u>	<u>1<sup>st</sup> DEGREE</u>	<u>2<sup>nd</sup> DEGREE</u>	<u>3<sup>rd</sup> DEGREE</u>
TO EMPLOYEE (CONSANGUINITY)	Father	Sister	Uncle
	Mother	Brother	Aunt
	Son	Grandfather	Niece
	Daughter	Grandmother	Nephew
	Daughter-in-law	Grandfather	
	Son-in-law	Grandson	
	Stepchildren	Granddaughter	
	Adopted children		

**MARRIAGE RELATION**

TO EMPLOYEE  
(AFFINITY)

<u>1<sup>st</sup> DEGREE</u>	<u>2<sup>nd</sup> DEGREE</u>
Husband	Sister-in-law
Wife	Brother-in-law
Son-in-law	Grandparent-in-law
Daughter-in-law	Grandchild-in-law
Father-in-law	
Mother-in-law	
Stepchildren	
Adopted Children	

## **Workload and work schedules**

*(Refer to Policy DK Local)*

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 Thursday. **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 10 minutes prior to the start of the work shift or clock out no later than 10 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 time clock 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. Whenever 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 using the Professional Development and Appraisal System (PDAS).

## 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 will receive written notice of their pay and work schedules before the start of each school 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**

Auxiliary employees are paid every two weeks. The District encourages employees to receive the benefits of automatic payroll deposit. Employees can have their paychecks electronically deposited into an account at the banking institution or credit union of their choice. A notification period of two to four weeks is necessary to activate this service. With automatic deposit, an employee's pay is immediately available on the pay date. Contact the Payroll Department for more information about the automatic payroll deposit service. Direct deposit vouchers are available by accessing Employee Self Serve via the Grand Prairie ISD Internet web site.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated. If you have questions about your payroll statement, please contact the Payroll Department at (972) 237-5506 or (972) 237-5507.

### **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)*

Automatic payroll deductions for the Texas Teacher Retirement System (TRS) and federal income tax are required for all full-time employees. Medicare tax deductions are also required for all employees hired after March 31, 1986. Temporary and part-time employees who are not eligible for TRS membership must have their Social Security contributions deducted.

Employees may elect to include deductions for the employee's share of premiums for dependent and/or supplemental health, dental, disability and life insurance, 403B tax-sheltered annuities, higher education savings plans, and Section 125 Cafeteria Plan. 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. Thursday and ends at midnight Wednesday.**

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.

## **Wage adjustments**

Reassignments to positions requiring less responsibility and/or skills will result in a decrease in salary.

## **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 January 1<sup>st</sup> through December 31<sup>st</sup> of each year. New employees must complete enrollment forms within the first month of employment. Employees should contact the Payroll Department at (972) 237-5506 or (972) 237-5507 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 Payroll Department at (972) 237-5506 or (972) 237-5507 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 and the Auxiliary Hiring Center Office located at 514 Skyline Road (972-343-4471).

The District participates in the Political Subdivision Workers' Compensation Alliance. The employee must seek treatment with a provider contracted with the Alliance 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 Mary Marroquin 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 Norm Whitaker, Director of Recruitment and Retention, at (972) 237-5379 as soon as possible. Information on the application procedures for TRS benefits is available at the District's annual TRS Seminar held in December of each year 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](http://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)]*

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.

### **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**

Vacation days do not accumulate from year to year. 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. However, with the written approval of the Superintendent, the employee may be allowed to use their earned, unused vacation days after December 31.

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 an Absence From Duty Form 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

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

## **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 leaves of absence (more than 5 days) should contact Mary Marroquin, Records & Leave Coordinator, at 972/237-5369 for counseling about leave options, continuation of benefits, and communicating with the district.

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.

## **Sick Leave Bank**

*[Refer to Policy DEC (Local)]*

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.

## **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 1<sup>st</sup> and June 30<sup>th</sup> for the following reasons:

- The birth, adoption, or foster placement of a child
- To care for a spouse, parent, or child with a serious health condition
- An employee's serious health condition

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, and absences due to a work-related illness or injury. The District will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child, or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

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
- Second or third medical opinions and periodic recertification of the need for leave
- Periodic reports during the leave regarding the employee's status and intent to return to work
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to 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 weekly 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 choosing to use paid leave will not receive workers' compensation weekly income benefits until all paid leave is exhausted or to the extent that paid leave does not equal the pre-illness or -injury wage. 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**

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained.

Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. At the request of an employee, the District will immediately assign the employee to assault leave. Upon investigation, the District may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

## **Bereavement leave**

Use of local sick leave for death in the immediate family shall not exceed five (5) workdays per occurrence, subject to the approval of the District.

Use of state leave for death in the immediate family shall be 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**

**Paid leave for military service.** Any employee who is a member of the Texas National Guard, Texas State Guard, or reserves component of the armed forces will be granted a paid leave of absence without loss of any accumulated leave for authorized training or duty orders. Paid military leave will not exceed 15 days per year. In addition, an employee is entitled to use available state and local personal or sick leave during a time of active military service.

**Reemployment after state military leave.** Employees who leave the District to enter into the United States uniformed services or ordered to active state military duty (Texas National Guard or Texas State Guard) 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 honorable discharge or release, and submit an application for reemployment to the Human Resource Department within 90 days of discharge or separation.

**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.

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. Employees should contact Vivian Chalmers, Payroll Supervisor, at (972) 237-5507 for details on eligibility, requirements, and limitations.

### **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.

If directed by the department head, the completion of a signed Absence From Duty Form is required for all absences. The Absence From Duty Form must be turned in to the immediate supervisor the same day the employee returns from being absent. Failure to timely turn in an Absence From Duty form 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.

### **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

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

### **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)*

# COMPUTER USE and DATA MANAGEMENT

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

## **Computer use and data management**

*(Refer to Policy CQ)*

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations.

Limited personal use of the system shall be permitted if the use:

Imposes no tangible cost on the District

Does not unduly burden the District's computer or network resources; and

Has no adverse effect on an employee's job performance or on a student's academic performance.

The District's computer systems and networks are any configuration of hardware and software. The systems and networks include all of the computer hardware, operating system software, application software, stored text, and data files. This includes electronic mail, local databases, externally accessed databases (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The District reserves the right to monitor all technology resource activity.

## **Acceptable use**

The use of the network must be in support of education and research and be consistent with the educational objectives of the Grand Prairie Independent School District. Use of other organization's network or computing resources must comply with the rules appropriate for that Network.

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
- Transmission for advertisement or political use is forbidden

## **Consent requirements**

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 copyrighted material to the system.

No original work created by any 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) or employee who created the work.

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.

## **Termination/revocation of system user access**

The District may suspend or revoke a system user's access to the District's system upon violation of district policy and/or administrative regulations regarding acceptable use.

Termination of any employee's account or of a student's access will be effective on the date the principal or campus coordinator receives notice of user withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## **Consequences of improper use**

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 consistent with the existing Student Discipline Policy and, if appropriate, the Texas Penal Code, Computer 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 investigation concerning or relating to misuse of the District's computer systems and networks.

**These policies are subject to modification from time to time.**

## **Network etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- a) Be polite. Do not send abusive messages.
- b) Use appropriate language. Do not swear; use vulgarities, sexually suggestive language, or any other inappropriate language. Illegal activities are strictly forbidden.
- c) Do not reveal your personal address or phone number or the address or phone number of other students or colleagues.
- d) Note that electronic mail (E-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the authorities.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.

## **Individual user responsibilities**

The following standards will apply to all users of the District's electronic information; communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by district policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or district coordinator, as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system; this includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.

8. System users must purge electronic mail in accordance with established retention guidelines.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, district policy, and administrative regulations.
10. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail messages from unknown senders and loading data from unprotected computers.
11. System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
15. System users may not waste district resources related to the electronic communications system.
16. System users may not gain unauthorized access to resources or information.

### **Vandalism Prohibited**

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 DH, FN series, FO series, and the Student Code of Conduct]

## **Forgery prohibited**

Forgery, or attempted forgery, of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

## **Information content/third-party supplied information**

System users and parents of students with access to the District's system should be aware that, despite the District's use of technology protection measures as required by law, use of the system may provide access to other electronic communications system in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the District policies. [See DH.]

## **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## **Electronic mail and additional technology guidelines**

Email has become one of the most used communication tools in both offices and classrooms. The following points are important to keep in mind:

- The software and hardware that provides us email capabilities has been publicly funded. For that reason, it should not be considered a private, personal form of communication. Although we do not have staff members who actively monitor email communications, the Open Records Act would govern the contents of any communication of this type. We would have to abide and cooperate with any legal request for access to email contents by the proper authorities.
- Users will be issued only one district email account.
- Since email access is provided as a normal operating tool for any employee who requires it to perform their job, individual staff email addresses must be shared with interested parents and community members who request to communicate with staff in this fashion.
- Requests for personal information on students or staff members should not be honored via email. It is critical for a personal contact to be made with any individual requesting personal information. This relates particularly to any requests for student grades, discipline, attendance or related information. In addition, security information such as username or password should not be sent via email for any reason.
- It is an expectation that email be checked at least once a day. Staff should be expected to return email communications to parents or other public members who have legitimate business request within 24 hours whenever possible. Request from outside agencies for information do not fit into this same category and can be handled with a different timeline or in a manner consistent with previous experience in working with similar requests.
- Incoming email that is miss-addressed will remain “undeliverable”. We do not have the staff available to personally inspect all messages of this type and forward them to the proper person. Please be certain that you give out your correct email address.
- Since email access is primarily provided for school business related use, please do not forward messages that have no educational or professional value. An example would be any number of messages that show a cute text pattern or follow a “chain letter” concept. These messages should be deleted and the sender notified that messages of that nature are not appropriate to receive on your district email account.
- Please use the “groups” function of our email system appropriately. 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.
- Attachments to email messages should include only data files. At no time should program files (typically labeled “.exe”) be attached due to software licensing requirements. In addition, there exists the real possibility that any program files received

as attachments over the Internet may include viruses or other very destructive capabilities once they're "launched" or started. If you receive an attachment like this or any questionable attachment, please delete the email message immediately without saving or looking at the attachment.

- Students will not be issued individual email accounts. For any projects that involve email communications, use either your district account as a facilitator to the activity or work with a Technology Staff member to activate a special project account for a limited item.
- The District does filter its email for "Spam" (junk mail) messages. On occasion, the Technology Department does block legitimate mail addresses domains, however, these addresses are flagged as Spam messages and will not be removed from the filtering list. (Please contact the email administrator of the sending entity to have their name removed from the publicly available Spam lists.)

### **Additional guidelines**

On occasion, we need to reformat hard drives. Reformatting completely erases all contents of the hard drive. All district software such as Microsoft Office, which is consistent throughout the district, will be reinstalled. All other approved software, purchased by the building, will need to be reinstalled by the campus.

We will not reinstall unapproved copies of software nor will we be able to retrieve any personal data files. With this in mind, please keep any installation disks of specific school purchased software in an identified location at your campus should the need for reinstallation arise. The user is personally responsible for making backups of any data files that you store on your local hard drive.

All computer and video hardware should be shut down each evening. This includes CPU's, monitors, printers, TV's and VCR's. The exception to this would be laser printers. They can be left on since they include automatic power-saving features.

The Technology Department reserves the right to manage the computer desktop including adding and deleting software as needed through the network.

The Technology Department does not support third party desktop software. This class of software includes but is not limited to: non-Microsoft screensavers (Web shots), cursor altering software (Comet Cursor), and other desktop personalization software (Weather Bug).

All materials on a district computer must be in compliance with federal copyright law. This includes but is not limited to software, video clips, and audio recordings.

District personnel are responsible for district equipment (i.e. laptops, digital cameras, digital projectors) if taken off school property. Traveling personnel must secure equipment every night to not be liable.

Palm pilot and other hand-held devices are considered a low priority support item unless the device directly supports instruction.

# COMPLAINTS and GRIEVANCES

Employees are directed to access District Board Policies by logging onto the District's home page at [www.gpisd.org](http://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:  
EMPLOYEE COMPLAINTS/GRIEVANCES**

**DGBA  
(LOCAL)**

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## 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.

## EMPLOYEE CONDUCT and WELFARE

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

### 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. Failure to return assigned uniforms or any portion of such uniform will result in sufficient money being withheld from the final paycheck to replace such uniforms.
- Auxiliary employees are not allowed to wear shorts at any time.
- 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

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 vehicular accidents (see Pg. 18 for non-vehicular accidents)**

Any employee involved in a vehicular accident while on the job shall immediately notify their supervisor and the Director of Transportation (972-343-4403 7AM – 4PM or 469-258-0710 4PM – 7AM). A Vehicular Collision Report must be filed (see Page 46). Employees involved in a collision in a district vehicle 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 Auxiliary Hiring Center Office located at 514 Skyline Road (972-343-4471).

The District participates in the Political Subdivision Workers' Compensation Alliance. The employee must seek treatment with a provider contracted with the Alliance 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.

The supervisor 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 collision reports**

Any district employee involved in a vehicular collision must file a Vehicular Collision Report any time a district-owned vehicle is damaged. A blank report form should be available in each vehicle. All vehicular collisions must be reported immediately to the immediate supervisor and the Transportation Department for investigation. The report must be submitted to the Transportation Department the same day the accident occurs. The Transportation Department will 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, do not move the district vehicle. The Transportation Department 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 and related educational material should contact Rosie Mendez, Safe and Drug Free Schools and Communities Coordinator 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:

1. Has the purpose or effect of unreasonably interfering with the employee's work performance;
2. 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:

1. For sexual harassment, the Title IX coordinator. [See *DAA (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 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*.

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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, 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 Maintenance and Operations  
Billy Strong (972) 343-4455
- Food Safety                      Director of Food Services  
Diane Verde (972) 343-4410
- Bus Safety                         Director of Transportation  
Phil Gurke (972) 343-4400

## **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 Dave Crittenden, Buyer, at (972) 237-5592.

### **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)

### **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.

The Maintenance & Operations employees will make every effort to report to work in a safe and timely manner.

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 days(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 Internet.
- 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](http://www.gpisd.org)

### **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 interviews and procedures**

*[Refer to Policy DC (Local)]*

All employees shall be required to complete an online exit interview that provides the District with feedback on his/her employment experiences. Information on the continuation of benefits, release of information, and procedures for requesting references will be provided at this time. 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.

Employees may complete the online exit interview at any district computer or use the computers in the Human Resources Department.

### **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
- Name and address of the employee's new employer, if known

## STUDENT ISSUES

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

### **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.

# FOOD SERVICE

## **Employment**

Food Service workers will be employed at-will on an hourly basis, and generally are taken from the substitute list.

Food Service workers 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.

Food Service Managers make job and hour assignments in the individual kitchens. However, assignments 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.

## **Substitute employment**

Substitutes employees will call the Food Service Office between 7:30 a.m. and 8:00 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.

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.

All paychecks will be mailed to the substitute's home address. If you have a name change, change of address or phone number, complete the Employee Name/Address Change Notice form or you may contact the Human Resources Office.

Substitutes receive a free lunch on the day they work. However, they are not paid for the time taken to sit down and eat, and they will not be required to work during that time.

It is the responsibility of all potential Food Service employees to complete a City of Grand Prairie Food Handlers training class, at their own expense.

Any worker, who remains uncertified after 45 days from his/her first day of work, will be subject to termination of employment.

### **Procedure for absentee reporting**

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.

Excessive absences will not be tolerated and may result in dismissal from employment.

### **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.

### **Accidents**

When an employee is injured on duty, an accident report will be filled out at the school and the manager shall call the Food Service office as soon as possible.

### **Dress Standard**

Uniforms – A clean regulation uniform is required every day. The Food Service Department will issue uniforms to each food service employee. On occasion, a uniform top of the school color may be worn. Special costumes are allowed for Halloween. No blue jeans are allowed.

Aprons – A regulation 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 aprons of their choice during preparation time.

Shoes – shoes must be clean, white or black, leather type with enclosed toes and heels and non-skid soles. Sandals, mules, or sandal-type shoes are not acceptable.

Hair – Hair must be clean, neatly arranged and completely covered at all times by an invisible hairnet, which matches hair color. It is the responsibility of the manager to see that this regulation is enforced.

Fingernails – Fingernails are to be kept clean, filed short, and free of any type of nail polish.

Jewelry – Jewelry of any type is not permitted, except for wedding rings, wristwatches, stud earrings and small necklaces.

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 solid color slacks or skirt and white tops. 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.

### **Sanitation**

Each person is responsible for keeping his or her work area, utensils and equipment clean at all times.

Keep all work surfaces, drawers and bins clean.

Place all knives with handles to the front and blades toward the back.

Clean stoves daily.

After pots and pans are washed, they should be returned to the space allocated to them.

Keep sinks clean and **NEVER** pour grease down the drains.

Clean mixer, slicer, can openers and other such equipment immediately after use.

Wash all utensils, which are dropped on the floor before using again.

Do not wipe hands and face with towels used on food or dishes.

Use a clean fork or spoon when tasting FOODS.

Place woven towels in container of bleach water; do not leave towels lying around.

After using staple items from shelves or pantry, replace them at once.

Do not handle food with hands without wearing plastic gloves.

Never allow the thumb or finger to touch inside of dish, bowl, or glass.

Wash hands thoroughly at the designated hand-washing sink before beginning work, after eating lunch and when returning from the rest room.

Return clean dishes to designated area.

Clean storeroom. Dust shelves and, if necessary, wash all shelves.

Clean floor.

Clean mop closet.

Do not eat or drink in the kitchen.

Store cleaning items away from food items.

Check food temperatures on serving lines to insure proper temperature, minimum of 140° during the serving period. Cooked food should reach an internal temperature of 165° to 170°.

### **Safety rules**

Be sure all burners are lit after striking match or turning on units lit by a pilot light.

Wipe spilled food or liquid off the floor **immediately**.

Place knives or other sharp pointed instruments in drawers with blades toward the back of the drawer.

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.).

Each employee should know where the fire extinguisher is located and how to operate it.

Never leave an oven on overnight.

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.

Report all leaks and breakdowns to manager so he/she may make necessary reports.

Be sure that you understand how to use each piece of equipment before attempting 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.

Never attempt to lift anything over 25 pounds alone.

### **In-district travel**

Employees are not permitted to leave the kitchen while on duty except to attend to such matters as borrowing from another kitchen or going to the bank for food service-related reasons. Such absences from the kitchen will be reported to the Food Service office prior to leaving, if at all possible.

### **In-service**

Employees who attend in-service sessions as directed by their supervisors are paid their regular pay rate for the time in training.

### **Training**

Managers and assistant managers who attend TEA certification courses will be reimbursed for course time, mileage (current district rate) and registration.

### **Meals and breaks**

All Food Service personnel shall be given a lunch without charge. Each employee is entitled to a thirty-minute break for lunch at a time designated by the manager prior to serving time. Lunch will be consumed on the premises. Employees are not entitled to a free breakfast. Food Service employees are not paid for the time they sit down and eat lunch, and are not required to work during that time.

Telephone Use – no personal calls except for emergencies, limited to two minutes.

Breaks (not to exceed ten minutes at a time) may be taken, at the manager's discretion.

### **Conduct**

No food service employees may cash their personal checks from food service funds.

# DISTRIBUTION CENTER

## **Distribution Center procedures**

Procedures, as established by GPISD Distribution Center, are designed to provide optimal service to all of the District's campuses and activities. The information contained in this document is to assist users in understanding the procedures, requirements and responsibilities of the Distribution Center.

The Distribution Center exists to facilitate the delivery of material ordered either by PO or requisition, to the different campuses and/or departments of GPISD. In addition, the Distribution Center personnel have the task of moving material, either by work order or fixed asset transfer, from one campus to another district facility. The Distribution Center also is in charge of delivering mail (GPISD correspondence and US mail) daily to the Mail Room at the ED Center and to each campus or district facility.

Please direct any concerns regarding responsibilities and/or procedures of the Distribution Center to the manager at 972/343-4422 or by contacting the Director of Purchasing. If the manager is not available, speak to the assistant manager at 972/343-4420. Cooperation in following these procedures will allow the Distribution Center to meet the requirements of all GPISD campuses and/or departments.

Thank you, in advance, for your help and cooperation. The staff of the District's Distribution Center will do everything we can to assist you in the continuing effort of educating the children in our district.

## **Purchase orders**

All information (item descriptions, etc.) should be included on the PO; however, if a PO is prepared with an attached materials list, **please ensure a copy of this list is attached to the Distribution Center's copy of the Purchase Order.**

Upon receipt of products, one may find notes or dates on the delivery copy of the PO. These notes/dates were placed there to facilitate the Distribution Center's receipt and transportation mission. Items that have been circled, marked canceled, or have a number written beside them and circled have been received according to our records. Any item where the quantity has not been circled has not been received by the Distribution Center. Sometimes the original vendor orders items from another source and has that item sent directly to the Distribution Center. This creates a problem because 98% of the time, the original vendor and PO are not referenced. You can help with this problem by contacting us if you do not receive your order in a reasonable amount of time.

If material ordered on a purchase order is erroneously received directly at the campus and/or department; please call the Distribution Center so the PO can be processed.

## **Requisitions**

Requisitions or orders placed via the computer will usually be pulled and shipped within three working days. There are certain **peak workload** (special times during the year such as "start up" or "year end") times when distribution center workers are required to do special projects that this may not be possible. Please **allow for delivery to be made** within **5 days** upon receipt of the requisition during these times. Also note that orders placed after 1:30 P.M. will probably not be pulled until the following day and delivered the next.

If you receive items that are incorrect, have been pulled wrong, short shipped, over ordered, or are damaged, they may be returned; however, this must be done within TWO WORKING DAYS OF RECEIPT OF DELIVERY. A return form must accompany any discrepancies.

The Distribution Center cannot automatically exchange an item that was ordered correctly, but may not have been what the user really wanted. (EXAMPLE: An order was placed for black pens, and the pens were received. However, the user actually wants blue pens and wants to return the black pens in exchange for blue ones. Though it may sound simple, it cannot be done automatically with the District's current software and accounting system. A two-part process must be done to accomplish what the user wants. First, return the black pens for credit and then re-order the blue pens.)

When shipped from the Distribution Center, each requisition will have a circled number at the bottom indicating the number of pieces that are with that particular shipment. Be sure that the requisition piece count and box count is the same, before signing the paperwork. There is no need to open each box at delivery before signing the paperwork; this initial **signing is for number of boxes only**, not the contents of each box. If a particular box is short items, please follow the procedures outlined above.

- Make sure each box of a shipment is opened before a problem is reported. The item may have been 'placed' in another box in the shipment.
- "Will calls", or pickups at the Distribution Center, **must be preceded by**

**a phone call.** Please do not input an order and then drive over to pick it up, expecting it to be ready. Orders are usually pulled in the same order they are received. If a **'will call'** is necessary, please call first.

- If an order has not been received within six working days (*does not include weekends and holidays*), please call. Give the necessary information such as the delivery location and req. number and we will trace it and fix the problem. Please do not call before that time.
- With the many varied programs now available, it is very important that a **campus location be listed somewhere on the requisition.** A name of the person or department, although important, will not always provide sufficient information as to which campus to deliver item to.
- A Return Authorization Form must accompany returns or discrepancies.

## **Deliveries**

Deliveries are made on an every day basis to each location. Any orders for supplies and Purchase Orders should be delivered at this time. If the delivery driver has not arrived by noon, chances are, a problem has detained him. In the event this does happen, the Distribution Center will try to inform the campuses/activities that the delivery has been delayed.

The driver's duty is to deliver all materials needed at each school on his route. Speed, safety, and accuracy are very important. A central location at each campus will be established for all deliveries and pick-ups. If possible, **this location shall be an area easily accessible for pallet jacks and any other equipment needed to expedite delivery or pick up.**

## **Work orders**

Work orders are generated to request the physical move of material such as textbooks or if a teacher is transferred from one campus to another. Work orders cannot be used to request a move of Fixed Assets. A teacher requesting a transfer from one campus to another cannot request a distribution center transfer of materials nor can a person retiring request that personal items be moved by the distribution center.

All work orders should be submitted as far in advance as possible. While we realize that one cannot plan for every emergency, the more time that is provided, the better response we can provide.

Each work order will contain the name of the campus, location of material, number of boxes, and destination of materials and any names or numbers needed to facilitate the completion of the work order. We realize that you may not be able to go into great detail on everything, but box counts and piece counts are most appreciated.

## **Fixed assets**

Fixed Assets (items that are particular to a school such as typewriters, projectors, etc., and are

identified by a Fixed Asset inventory tag) which includes the item number for inventory purposes are completed in the order they are received, i.e., first in- first out stand alone requests-- a work order does not need to be submitted in conjunction with them.

When equipment or supplies are moved that have serial numbers, the numbers will need to be listed with the item on the form.

### **Working hours**

Work hours are established by the Director.

Break periods within the normal working day will be 15 minutes in length. Times are to be established by the Distribution Center Manager.

In an emergency or extenuating circumstances, the manager may find it necessary to make adjustments regarding lunch and rest breaks.

Work shifts are subject to change at any time as may be needed in the best interest of the district.

### **Reporting absences**

Distribution Center employees will notify the Manager, Assistant Manager or Supervisor at 972-343-4420 before 6:15 a.m. if they are going to be late or will not be able to report for work.

### **Bad weather closing**

When school is cancelled or dismissed by the Superintendent due to bad weather, or any other reason, the following procedure will apply:

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.

An emergency calling network is in operation to notify Auxiliary Services' employees.

Compensation for cancelled workdays:

- Auxiliary employees may choose to be compensated on cancelled 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 days(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.

## **Policies & Procedures for Receiving**

### **Central receiving**

All receiving is to be processed daily or AS SOON AS POSSIBLE.

Two copies of the PO and all related paper work (Packing list, freight bills and invoices) are to be made for routing of material.

All related original material, i.e., packing list, freight bills, invoices, are to be attached to the receiving copy of the PO.

Completed POs are to be forwarded to the accounts payable office daily.

Partially received POs, after copies have been made, are to be re-filed accordingly (alpha, numeric).

After all receiving is finished or as time permits, a ledger showing what POs, school, and quantity of boxes were received that day will be turned in to the warehouse supervisor.

The receiving clerk is responsible for placing material to be shipped out in the proper shelves or area for routing purposes, all papers corresponding to said material are to be placed in the proper baskets, according to route.

All material received is to be properly marked (PO number, organization number, contact person, and quantity of boxes included in order).

All receiving paperwork and copies are to be completed by 2:30 p.m. for next day delivery.

### **Maintenance receiving**

Refer to all steps listed above.

POs that come issued by the maintenance department will be logged in the log book and a message will be left with the secretary informing said department of material.

Exceptions to material that would be unloaded at the warehouse would include: shrubs, trees, some types and loads of lumber, and any other items that the warehouse manager would deem appropriate.

On specialty items like those listed above, the receiving clerk will make a piece count to match the packing list or invoice total. It is not expected that he or she would know the identity of some of these items, that judgment will be left to the individual departments.

## **Inventory receiving**

After material is received the clerk will immediately place an inventory number on the material. Numbers will be placed so that the person stocking material will be able to identify the material easily without confusion.

At the end of the day, the receiving clerk shall write up all inventory records to be entered that afternoon (exceptions include emergency items that are needed immediately, or, if time is available, he or she may write up received material at the time he or she receives it).

## **Central receiving**

If material is shipped wrong, damaged, or incomplete it will be noted and handled on the afternoon it was received. Notes will be attached to the receiving copy of the PO. Information will include: what is wrong, the date, who was contacted, and the approximate time the problem will be handled.

If orders are received and a copy of the PO cannot be found, call the campus or purchasing and request a copy. Items will not be forwarded without the proper paperwork.

## **Use of school district vehicles**

Drivers are responsible for cleaning the cab and box on a daily basis.

District vehicles are not be driven to lunch or on a personal errand.

Drivers are not to operate a truck in the street with the hydraulic lift down or the box door open.

Employees will not listen to radios that require headsets while driving district vehicles.

Any employee who drives a truck will do a pre-trip and post-trip inspection upon returning to the Distribution Center.

## **Campus deliveries**

Use appropriate loading or unloading locations.

**Food Items:** Use kitchen dock

**School Supplies:** If all entrances to the school require going up steps and it is appropriate and possible, back the truck up to an entrance.

Use extreme caution not to touch the steps or the porch with the truck.

Delivery trucks are not to be driven on the grass, across playgrounds, or onto blacktop surface designated as student play areas.

Delivery trucks will not be left unattended in any fire lane, handicapped parking space, or ramp area.

Overhead doors on trucks will be locked when left unattended.

### **Violation**

Any deviation from the procedures stated above will be considered a violation and/or unauthorized use of a school vehicle. Such violation could result in disciplinary action and/or termination of employment.

# 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 972-343-4442.

Day custodians and head custodians must report their absence to the school secretary during the school year and to the absence phone line at 972-343-4442. During non-school days of duty, custodians should report their absence to their immediate supervisor.

## **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. Custodial employees may not 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 hours emergencies contact Security at 214-335-7143. If appropriate, contact 911.

If for any reason, you do not receive immediate help, please page a custodial supervisor at one of the following numbers:

Custodial Day Lead, 972-589-0406  
Custodial Night Lead, 972-589-8599  
Custodial Night Lead, 972-589-8662

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

**GPISD TRANSPORTATION DEPARTMENT  
ADMINISTRATION**

<i>DIRECTOR</i>	<i>PHIL GURKE</i>	<i>Office: 972-343-4403</i>
<i>MANAGER</i>	<i>BOB NELSON</i>	<i>Office: 972-343-4401</i>
<i>SHOP</i>	<i>JERMEY TAYLOR</i>	<i>Office: 972-343-4408</i>

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**MAIN TELEPHONE NUMBER**

8:00 AM to 5:00 PM Monday through Friday  
 972-343-4400 (Main)  
 972-343-4402 (Dispatch)  
 972-343-4425 (Router)  
 972-343-4461(Field Trips)

**EMERGENCY AND AFTER HOURS**

After Hours Field Trips 214-621-0934  
 Vehicle Emergency Pager: 972-589-8561

**OTHER IMPORTANT NUMBERS:**

TRANSPORTATION MAIN FAX	972-343-4451
TRANSPORTATION DISPATCH/FIELD TRIP FAX	972-343-4449

## **Reporting absence from work**

Transportation personnel should report their absence to the dispatch office at 972-343-4402 prior to the start of their work shift.

## **Safety**

As professional transportation drivers, we are committed to SAFETY being our primary focus when transporting the students of Grand Prairie ISD. Safety is a daily practice. All drivers need to be aware of environmental, road, traffic, vehicle and other conditions that affect their driving.

## **Important Notice**

IN THE EVENT A DRIVER IS INVOLVED IN AN ACCIDENT OR RECEIVES A CITATION, IT MUST BE REPORTED TO THE DIRECTOR OR MANAGER. THIS RULE IS IN EFFECT REGARDLESS OF WHETHER IT WAS RECEIVED WHILE ON DUTY OR OFF DUTY OR IF YOU WERE IN A DISTRICT OR PERSONAL VEHICLE.

## **Certification and recertification**

New drivers are automatically certified with a temporary enrollment card that is good for six months. Drivers must attend the first Texas Certification Course offered to them by the Transportation Department prior to the end of their first six months' employment.

All drivers must renew their Texas Certification every three years. This is an eight-hour course. You must maintain your certification status in order to continue driving a school bus.

## **Defensive driving**

All drivers must attend a defensive driving course at the Skyline Service Center given by certified Texas Defensive Driver Course Instructors. This will not be for ticket dismissal; however, you can receive a 10% discount on your personal auto insurance by taking a copy of your certificate to your insurance agent. Renewal for DDC will be in three-year increments.

# DRIVER PROCEDURES

## Route assignments

All employees must understand that 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. GPISD buses are to be operated only by currently employed members of the GPISD Transportation Department, or authorized personnel.

## Refueling procedures

1. Stay with your bus at all times when in the line or while refueling. Do not go into the building at 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.
2. Turn your bus off when under the canopy to refuel. Do not use the refueling line to warm up your bus in the AM.
3. **NEVER** fuel the bus at any location with students or anyone else on the bus.

## Other guidelines

1. In accordance with GPISD Policy, tobacco products shall not be allowed on school property or at school-related activities. "School property" shall include, but not be limited to, all school grounds, designated access roads and drives, buildings of the district, and all vehicles used to transport students. Transportation Department procedure is that smoking is not permitted in any Transportation Department vehicle. Drivers on charters must leave the bus and go to a designated smoking area to smoke.
2. Employees should not ride on a route or a field trip with another driver unless told to do so by a supervisor. Employee's children are not permitted to ride any bus other than the one to which they are assigned unless an emergency arrangement has been made with a supervisor.
3. A school bus must NOT be driven on personal errands. Buses are restricted by law to serve school children or school employees on school business only.
4. If a driver accumulates ten points according to the Texas Department of Public Safety Traffic Conviction Standard used by the GPISD Transportation Department during employment, the driver will be automatically suspended with loss of seniority and pay until such time that the point total drops below ten. The Director of Transportation can reinstate this driver, at his or her discretion. In unusual circumstances where the employee may not have accumulated 10 points but other circumstances are present, the decision for driving will be made on an individual basis by the Director of Transportation.
5. The Bus Wash is not to be used at any time, except by authorized personnel.

6. Directives by school administrators are to be followed without question unless it jeopardizes the safety of students or the driver. Any question of this rule must be addressed with a supervisor. **Directives given by law enforcement officers are to be followed without question.**

**Bus drivers should make every attempt NOT to pass other buses at any time. DO NOT pull up alongside another bus at a traffic light, a stop, or in traffic. This can cause a serious safety hazard.**

### **Regular route service and reports**

1. **STUDENT CARDS** - All drivers must keep an up-to-date card file on all eligible students. An eligible student is one whose address is served by a particular bus. Student bus cards will be handed out by the driver to the students on the bus as soon as practical but no later than the third week of school. The cards must be filled out completely and all information must be legible. During the year the driver must be responsible for obtaining completed bus cards from any new student on the route. The cards should remain in the driver's mailboxes in the Operations Room so they are accessible to the router at all times. These cards should never be destroyed. If a student moves from a route, the move should be noted on the card and kept in the file. A list of riders should be kept on the bus at all times.
2. **STUDENT REGISTERS**
  - A. Student registers are used to take roll on the buses and are required. The drivers are provided a Student Register and are required to keep it up to date. Drivers should use their card file to compile and complete lists of all riders with names, school of attendance, and grade.
  - B. Drivers are responsible for taking an accurate roll of all eligible riders on the first Wednesday of every month, September through May. These registers are to be turned in no later than Friday following the first Wednesday of each month.
  - C. Drivers must add all new students to the register. Students who stop riding should be kept on the register and not counted. A notation stating the reason the student no longer rides should be made on the register on the right side of the page.
  - D. The register reflects the number of eligible riders who ride a designated bus route. Therefore, if a route change should occur, the driver must obtain the register of the new route. In the event of a route being split, all drivers should see the router for help in making new registers.
  - E. All paper work should be done in **black ink**, which shows up best on a photocopy.
3. Do not change the approved legal course of your route without prior approval from the router except in the case of an emergency or road hazard. Road hazards include construction, detours, etc. Report these changes immediately upon completion of the run. 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 Router first. If the router 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 router know immediately if corrections are needed. A copy of the route and pertinent maps should be kept on the bus at all times.

4. Drivers must abide by the route time schedule and should not vary more than five minutes from an established schedule under normal conditions. **YOU SHOULD NEVER BE AHEAD OF YOUR SCHEDULED TIME.** If there is a need for a time adjustment, see the router immediately.
5. 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**

6. 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, you should turn off your bus. School officials should be prepared to make necessary adjustments when the usual order cannot be maintained. Drivers should exercise extreme caution during approach and departure from the loading zones. Building principals should see that students are in proper position to expedite loading operations. **The bus driver must further help the loading procedure by always being aboard the bus to supervise the students.** He/she should be aboard with the engine running and the lights flashing five minutes before dismissal. This procedure is appropriate for all grade levels and should be followed at all times. All traffic devices, (stop signs on school property), are to be obeyed unless negated by a crossing guard or police officer.
7. **THE DRIVER ASSUMES FULL RESPONSIBILITY FOR CHECKING THE BUS AFTER EACH RUN AND AT THE CONCLUSION OF 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 BELOW THE SEATS. DRIVERS ARE NOT ADVISED OR INSTRUCTED TO USE MONITORS TO PERFORM THE BUS CHECK.**
8. **AVOID BACKING.** If it becomes absolutely necessary to back up the bus, it must be done with extreme caution. If a stop is missed, go around the block and approach the stop again, rather than back the bus. In no event shall a bus be driven backwards without another adult outside the bus to assist the driver. **Exception:** backing into parking slot at the transportation

center.

9. When departing from the loading or unloading area, passing is prohibited and buses shall maintain a safe interval. Standing vehicles, other than buses, may be passed with caution. Once the buses have started moving, all buses must continue to exit without stopping and only through the designated bus zone.
10. *If the driver of a vehicle leaves the vehicle at any time, he or she should turn off the engine and any other equipment necessary, set the parking brake, and take the key.*
11. After a regular driver's absence of one week (5 days) or more, the driver must report to the Routing Department before the route is driven and obtain a copy of an up-to-date route sheet.

### **Two-way radios**

1. Radios are not to be used except for Transportation business. Do not use "ten-four" or other C.B. terms. Horseplay on GPISD radios is prohibited. It has caused serious behavior responses in certain Special Education student riders and is also in violation of our F.C.C. license. Any radio misuse may result in recommendation for termination of employment. Personal messages are prohibited unless authorized by a supervisor.
2. Two-way radios are present in each bus. These radios are for use in emergency situations. Road, traffic or weather information may be transmitted from the Transportation Center or another vehicle. Drivers of buses must have the radio on and be available to receive this information. The Transportation Center may need to contact a bus for information. The driver must be available to transmit the required information, as you may be redirected in an emergency.
3. Two-way radios are simple to operate by pressing the on/off button. To transmit, press side button of microphone, listen for beep and speak in a clear, normal tone of voice. Release side button to receive. When not in use, the microphone stays in its holder.
4. There are three main codes for radio use.

**CODE A** - This code may be required at completion of last student drop in any situation.

**CODE B** - Breakdown – Driver will call in a "Code B", quickly describe the location and problem and await instruction from the Transportation Center.

**CODE C** – Accident INVOLVING A DISTRICT VEHICLE – Driver will call in a "CODE C", quickly describe the location and await instructions from the Transportation Center. Information reports of accidents, which do not include any district vehicles, should not be preceded by "Code C".

5. Procedures for emergency codes are as follows:

**CODE RED** – Very serious discipline problem possibly involving weapon.

- A. Driver states “CODE RED”.
- B. Driver states location of bus.
- C. Dispatcher calls for Supervisor.
- D. Driver gives number of students involved.
- E. Dispatcher will ask if there are any injuries.
- F. If the answer is “No”, Dispatcher will call Police.
- G. If answer is “Yes”, Dispatcher will call 911 and give information regarding the situation.

**CODE BLUE – Emergency medical code.**

- A. Driver states “CODE BLUE”.
- B. Driver states location of bus.
- C. Dispatcher calls for supervisor.
- D. Driver gives type of injury or illness.
- E. Dispatcher will ask:
- F. Is airway open or closed?
  - 1. Is student breathing?
  - 2. Does student have pulse?
- G. Dispatcher will call 911 and give information.
- H. Police will be notified.

**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.

**Good time radios, cell phones, pagers**

*DRIVERS:* TV’s, Radios, CD/tape players, headphones, ear buds, or any types of audio-visual equipment are prohibited on the bus. Cellular phones may be in your possession but may not be turned on or used while operating the bus. Cell phone headsets are prohibited. Pagers should be left in “vibrate” mode.

*STUDENTS:* TV’s, Radios, CD/Tape Players, headphones, etc., should not be allowed to be used on the bus. If the driver sees or hears one, a warning should be given. A repeat offense should result in a written report to be turned in to the supervisor.

# STUDENT CONDUCT

The driver is responsible for conduct conditions that exist in the bus as well as at bus stops. Drivers should report any problems they see at bus stops to the appropriate supervisor. Conditions in the bus should allow the driver to concentrate on the safety of the trip. The student noise level should be controlled by the driver so it does not become a distraction. Any student conduct that diverts the driver's attention from the operation of the bus should be reported in writing on the regular discipline form. Remember that the driver cannot punish a student. We want to modify their behavior by: (1) talking to them, (2) changing their seat assignment and (3) writing a Discipline Report. Punishment and correction is the responsibility of the school administrators.

## Assertive Discipline Plan

All drivers should plan and implement an assertive discipline program to help establish themselves as the "BOSS" on the bus. This program is based upon the principle that POSITIVE reinforcement by the driver will prevent as much as 75% of the negative reinforcement from ever happening. Have a planned program of positive reinforcements:

- A. Friendly greetings
- B. Learn and use students' names
- C. Award certificates
- D. "Happy" Reports to the school
- E. Character Counts positive reinforcers with elementary, middle school and high school student.

If the positive reinforcers do not work, then plan on using negatives also:

- A. Verbal warnings
- B. Change seating assignments
- C. Last one to get off the bus
- D. Have administrator on duty talk to a student or to all of the students
- E. Have Transportation Supervisor assist you in talking to the students
- F. Write Discipline Reports

The third part of the Assertive Discipline Program is for the drivers to have an ASSERTIVE ATTITUDE by communicating that they:

- A. Are the boss on the bus
- B. Say what they mean and mean what they say
- C. Clearly and firmly tell students exactly how you want them to behave
- D. Stay calm and use a normal tone of voice, "I will not allow you to behave like this on my bus. I will not drive any further until everyone stops yelling and gets into their seats."

Speak Assertively. Speak clearly and firmly. Stay calm. Do not appear angry or upset. For example, if the students are getting out of their seats, do not yell, scream or get angry. Stop the bus and calmly and firmly say, "Everyone must stop behaving like this. I want you all to sit down and lower your voices. I will not drive any further unless you follow my rules."

**NEVER TOUCH OR PUT YOUR HANDS ON A STUDENT IN ANY WAY UNLESS IT IS TO PROTECT THE STUDENT FROM BODILY HARM DUE TO ACCIDENT, FIRE, OR ASSAULT.**

Situations may occur where a student attempts to make contact with the driver in the form of a hug, handshake, “high five”, etc. The driver should not actively reciprocate or initiate any type of physical contact with a student. If a student approaches the driver in this way, the driver should make an effort to put distance between himself and the student in a manner that is quick and effective, yet sensitive to the student. If the driver is seated, he/she should stand up to keep from being placed in a compromising position. Students who appear to be overly affectionate towards a driver should be reported to the supervisor as soon as possible upon return to the center for appropriate documentation and follow-up.

**The “Broken-record” technique**

To handle arguers assertively, use the “Broken-Record” technique. Here’s how to use it:

- A. Know what you want the student to do. (I want the student to pick up the papers.)
- B. Tell the student what you want. (“I want you to pick up the papers.”)
- C. If the student still doesn’t do it, then use a consequence. (“I want you to pick up the papers, if not, I will fill out a discipline report.”)

If you use the “Broken Record”, then three things will happen:

- A. You will stop arguments.
- B. You will stay in control and not get upset.
- C. The student will realize you mean business and do as you say.

Be sure you have an assertive attitude. You have the right to expect students to behave on your bus. In order to do your job and drive a safe bus, you must have the cooperation of each and every student. You should not have to be a policeman or a baby-sitter. The students must behave.

Positive rewards are the strength of your Assertive Discipline Plan. Positive rewards can change the atmosphere of an entire bus. Positives make students look forward to their ride on your bus. And, most importantly, positives help make you feel good about your job. Examples of praise:

- A. “Thanks for picking up the papers you dropped, Jack.”
- B. “You girls got along really well today. Good for you.”
- C. “You were very quiet today, Max. Thanks for making the ride so pleasant.”

The best positive reward to use for individual students is praise. Everyone likes to hear kind words said about themselves. You like it; the students like it. So if you want to encourage individual students to behave, tell them as often as you can how much you appreciate their good behavior. The more you praise, the better kids behave. Always remember to “catch kids being good.”

## **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.

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 emergency pass. The student with an emergency pass 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 pick up 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.

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 and supervisor immediately upon return to the Transportation Center. 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 STUDENTS IN ANY WAY. Please report this type of situation immediately to a supervisor.

### **Discipline of special education students**

All students are expected to follow the GPISD Student Code of Conduct and bus rules, except as provided below:

If a student is unable to follow the standard bus regulations, a Behavior Intervention Plan (BIP) for bus behavior will be developed for the student during an ARD committee meeting. The BIP will address prevention strategies, reinforcement for desired behavior and consequences for inappropriate bus behavior. This student's bus driver and bus monitor will be provided a copy of the student's BIP, if it addresses bus behavior. Student discipline must be managed by bus personnel as stated in the student's BIP.

Bus personnel are expected to notify the campus administrator of any questions regarding the implementation of a student's BIP and any problems or suggestions with regard to such implementation.

### **Handling parents or others at the bus**

The driver 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 at this time, but you would be happy to give them the number to the transportation center so that they could talk to a supervisor about the problem. Do not allow persons to step up on the bus. Keep your hand on the door handle 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 supervisor 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 make contact with the person. Fully close the door and CAREFULLY proceed out of the area. If you are unable to follow through with this procedure, radio in to 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.

### **Other reminders:**

- A. The school bus driver is the only person operating the bus doors.
- B. 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. Driver must immediately follow-up incident with a written report.
- C. Any type of object carried onto the bus that the driver determines 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.
- D. Pets, animals, fish, insects, etc., are not permitted at any time.
  - E. The bus driver shall not stop at a store, doctor's office, or any other place of business, or make an irregular stop to discharge students or conduct personal business.
  - F. 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. Driver discretion is advised.
  - G. Drivers 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, and new articles of clothing, money, etc.
  - H. 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 designated seat. This may help expedite loading and unloading. If necessary, a supervisor can be contacted and special arrangements made.
  - I. **Bus drivers should make every attempt not to pass other buses. DO NOT pull up alongside another bus at a traffic light, a stop, or in traffic. Avoid these situations. This can cause a serious safety hazard.**

### **Tips on discipline**

1. Be sincere in your work.
2. Treat students with respect and they will respect you.
3. Only give orders that you have the authority to enforce and always follow through.
4. The response of the child is action. Give your command to stimulate action, not to check it. Say, "Do this" rather than, "Don't do that". Suggest an action that can be successfully obeyed.
5. Give a child time for reaction.
6. Have a reason for what you ask a child to do and, when possible, take time to give the reason. He/she can see the point if you can.
7. Be honest in what you say and do. A child's faith in you is a great help.
8. Be fair. It isn't punishment, but injustice, that makes a child rebel against you.
9. Be friendly. Always show an interest in what a student is doing.
10. Comment on good qualities and actions.
11. Try being constructive, not repressive, in all dealings with children.
12. Remember that a sense of humor is extremely valuable.
13. Never strike a child.
14. Do not judge misconduct based on how much it annoys you.
15. Do not take your personal feelings and prejudices out on the children.
16. Maintain poise at all times. Do not lose your temper or argue with the children.
17. Remember: "The tongue is the only keen-edged tool which grows sharper with constant use." Do not nag, bluff, or be officious.
18. Look for good qualities; all children have them. Let them know you appreciate it when they

- are good.
19. Do not “pick” on every little thing a child does. Sometimes it is better to overlook some things.
  20. Bear in mind that misbehavior is seldom willful. There usually is a cause and it may be in you or some other influence outside the child.
  21. Listen for suggestions and complaints from the children, and take the corrective action if possible.
  22. Follow up all cases that have been disciplined. Be certain that you still have the respect and confidence of the child.
  23. Set a good example yourself.
  24. Intelligence in handling youth consists of thinking faster than they do. If they can out think you, then you are not using your maturity and the advantage of your advanced education. You should see the possibilities before they become results.
  25. Defiance to established procedure comes from failure in some adults to keep the situation in hand. An adult’s will should never be pitted against that of a child. It is far wiser to give some simple directions that will be mechanically obeyed and pick up the reins of control in a quiet way.
  26. Never hold a child up to public ridicule. It is the surest way of creating a discipline problem.
  27. Drivers should never give any food or drink to students at any time. As an alternative, certificates of good behavior are available in the Operations Room.
  28. Do not get involved in conversations of a personal or sexual nature with students. Any such incidents must be written-up and reported to a supervisor at the end of the run.

## **Vehicle operation**

### **1. Vehicle check – 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 make a survey of the mechanical condition of each different bus he/she drives each day. The daily survey, Driver Maintenance Check, consists of the following:

- A. 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.
- B. FUEL GAUGE** - The gauge should indicate a safe margin of fuel; ½ 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. Buses scheduled for charters are automatically checked and/or serviced. Remember to write down the mileage on the mileage card when the bus is fueled.
- C. 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 written up on a repair ticket immediately after the run. Following distances should be adjusted and increased to allow for student load and heat build-up in the system.

- D. 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 a yellow accident information card. Each driver should replace equipment used out of the first aid kit. These supplies can be obtained from the service manager.
- E.** 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. 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 as long as they are **EASILY** removable by the driver.
- F.** Mirrors, interior lights, and dash lights should be checked for breakage and operation on the daily check. There should be no type of sticker placed on the mirror.
- G.** Check the horn and defroster daily. Be certain 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.

## **2. Vehicle check – exterior of bus**

- A.** 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.
- B.** 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.
- C.** 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.
- D.** The tail pipe must be clear and extending past the bumper. If you find this is worn or the tail pipe hanger is loose, the vehicle should not be driven.
- E.** 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 in order 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.

- F. **STOP LIGHTS** - Please help each other 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.
- G. **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.
- H. The bus number must be noted on the Maintenance Check, as well as the driver's name, the date and an accurate speedometer reading.

### 3. **Speed limits**

Drivers must operate school vehicles within legal speed limits at all times and use every precaution to insure the safety of riders. The GPISD Transportation Department maximum speed for buses is 50 mph. The School District will not aid or pay fines for drivers who violate traffic laws while operating school district vehicles. A bus driver reported for speeding by a staff supervisor is subject to suspension from further driving.

**THE SPEED LIMIT AT THE TRANSPORTATION CENTER AND ALL SCHOOL PROPERTIES IS 10 MPH AT ALL TIMES!**

### 4. **Lights**

Headlights and clearance lights are to be used at all times.

### 5. **Railroad crossings**

The driver of any GPISD school bus, before crossing any tracks of a railroad, shall, as required by Texas law, stop the vehicle no farther than 50 feet and no closer than 15 feet from the nearest rail. This means a complete stop. After stopping, proceed when it is safe to do so. No stop is needed where a police officer is directing traffic to proceed.

**Please note that State Law requires that a bus must stop at a railroad crossing, regardless of whether a student is on board or not.**

A bus driver shall be recommended for termination of employment as a driver, if he/she violates the procedure of crossing a railroad track without stopping.

Remember that you need to approach a railroad crossing close enough before stopping to be able to see the track clearly in both directions. *Always* use hazard lights when approaching a stop at a railroad crossing. As soon as the check has been made, turn the hazards off. If you are stuck at or behind the tracks due to a traffic light, turn your flashers on during your approach and turn them off while you wait for the light to change. This will hopefully prevent drivers behind you from thinking that you are broken down and going around you, placing you in a precarious position. Do not use the red overhead flashers. The law states red flashers are used only when loading or unloading students. Use extra caution at double

tracks!

## **6. Loading and unloading procedures**

Signaling should be the first act when stopping the school bus. When you approach a bus stop, turn on the yellow flasher lights at least two hundred feet before you make the stop, giving the oncoming traffic plenty of time to know that you are going to stop. When stopped, shift to neutral and set the parking brake EVERY TIME. The law requires vehicles approaching from either direction to stop for school buses that are loading or unloading students. Use your red flashers at all stops on your route when loading or unloading, in the school-loading zone and in the neighborhoods. If your students must cross a road, street, or highway after getting off a bus, the driver should instruct the student when to cross. It is the bus driver's responsibility to get students safely across the street and that responsibility must not be assigned to a student. When students exit the bus, be sure they are in a safe place (sidewalk) before you close the door and cancel the red light. Students should be instructed how to maintain eye contact with the driver to receive instructions before and during crossing. You MUST check and re-check the mirrors again before pulling away from the stop. Account for every student that leaves the bus before continuing on your route.

Bus drivers are expected to develop a systematic, orderly procedure for loading and unloading students. Students are required to be at the bus stop ten minutes prior to scheduled pick-up time. A date shall be determined at the beginning of each school term after which a bus seating assignment or arrangement must be made on all middle school and elementary school runs. Students are permitted to choose seats and must be given several days preparation time. Procedure will be set up and timetables announced each Fall to help drivers make this assignment sheet. This sheet should be kept up to date and a copy kept on the bus throughout the year.

## **7. Bus service doors**

The law requires that your service door be closed at all times when the bus is moving, even when empty or on the lot. Close the door before beginning to move the bus. The driver is the only operator of the service door.

## **8. Damage inspection**

All the bus drivers must make an inspection of the bus before and after each run. The driver 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 and "egging", etc.

## **9. Bus parking**

All buses have an assigned parking space. The assignments are posted. Drivers must park the 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 red

line should be lined up with the *middle* of the service door with the driver's visual reference based on a normal upright sitting position. Don't forget to set the parking brake.

**10. Windows**

The driver is responsible for leaving the bus windows up in the mornings if the weather indicates rain, and in the afternoons each day.

**11. Bus cleanliness**

The driver is responsible for keeping buses clean and equipped on a daily basis. A clean bus is conducive to good behavior and safety. Bus cleaning can effectively be done at the waiting areas. 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. ***The only items to be posted on the bus are (1) Bus safety Rules and (2) the driver's name.***

# EMERGENCY PROCEDURES

## In the event of an accident

1. Care of your passengers is your first responsibility. Care for any injuries, taking precautions to prevent further injuries. Decide whether or not you need an ambulance. Students should remain on the bus if at all possible. Should you decide to evacuate, use regular emergency procedures.
2. Protect the scene of the accident. Place reflectors around the bus to prevent further accidents. Notify the Transportation Center by radio saying, "B (your #) to base, Code C", or have a passerby call the Center with the following information:
  - A. The location of the accident
  - B. Any injuries
  - C. Whether or not an ambulance is needed. "Err on the side of safety."
  - D. Whether or not a bus is needed to complete the route
  - E. Students on board and school of attendance
  - F. Refer to medical emergency "Code Blue"
3. The dispatcher will call the police, sheriff, or DPS to investigate. An ambulance will be called if you have asked for one. If needed, a bus will be dispatched to take care of the students not injured and/or complete your route. The office will telephone the schools involved.
4. Begin to secure information for your accident report after the above-mentioned things have been taken care of. Prepare a list of all students on board the bus at the time of the accident. Include name, address, age, phone number, and seat location.
5. Drivers must always carry the Accident Information Exchange Card when they are driving a school bus. These cards can be found posted above the driver's seat on the sidewall of bus.
6. Do not discuss the accident at all with anyone except police or Transportation Department Supervisors, in person. The driver should request that any police interview be conducted as privately as possible. Drivers may gather information from witnesses.
7. If the accident occurs on a non-school day charter, or any time the Transportation Office is closed, make, or see that the following calls are made:
  - A. Supervisor on duty
  - B. Any Transportation Department staff member at home
  - C. If in a county, a county sheriff; if in the city, local police or 911 emergency number
  - D. The fire department and ambulance, if necessary.
8. Drivers must carry the telephone numbers of the director and manager. This includes home, pager and cellular phone numbers. *These telephone numbers must be carried with you at all times.*

9. **ANY DRIVER WHO HAS AN ACCIDENT MUST COMPLETE AN ACCIDENT REPORT UPON RETURN TO THE TRANSPORTATION CENTER.**
10. Accidents are investigated and ruled as being Preventable or Non-Preventable. The severity of an accident is also taken into consideration in regard to 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 a first offense or multiple offenses.

### **In the event of bus failure**

1. Protect the passengers and the vehicle using reflectors as needed.
2. If the bus does not have a radio, have someone call the dispatcher with the following information:
  - A. The nature of the problem, if known; i.e., flat tire, out of fuel, etc.
  - B. Location of the bus – **BE SPECIFIC**, give current street and closest cross street.
  - C. Number of students on the bus; number left to deliver or pick up and school of attendance.
3. If you do have a radio, report in by saying, “B (your #) code B”. Always call the dispatcher.
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 attempt to make any repairs. Turn the engine off and wait for assistance.
6. Every road call must be followed up with a vehicle repair request.
7. Should you be injured in any manner while working, Steve Levering must be notified immediately and the appropriate form filled out and filed.

### **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. As a general rule, the relief bus should pull in front of and as close as possible to the disabled bus without backing. In some situations, such as a loading zone, the relief bus may pull alongside the disabled bus. If possible, a supervisor will come to the location to assist. Both drivers should activate their red flashers and leave red flashers on until the loading/unloading procedure is completed.

## Field trips

1. Drivers wanting field trip assignments must apply for the Field Trip Roster. All members of the Field Trip Roster must be certified in the below listed areas:
  - A. Experience
  - B. Availability
  - C. Special Training
2. Trips are classified by number and certification. They are as follows:

### **Class I OVERNIGHT TRIP**

Any day of the week. To sign up for Class I, you must have been employed as a bus driver for GPISD for at least 1 full year.

### **Class II P.M. TRIPS**

Mainly in the P.M. Some may be all day, leaving as early as 5:30 A.M. and returning as late as 11:00 P.M. Trips may also leave during P.M. runs.

### **Class III BETWEEN RUNS**

These trips may leave during your A.M. runs and finish during your P.M. runs.

### **Class IV NON-SCHOOL DAYS**

These trips are on Saturday, Sunday, or a weekday when we do not have school. (Example: Thanksgiving Week, Christmas Break, Spring Break, etc.)

### **TUTORIAL P.M. ON SCHOOL DAYS ONLY**

Tutorial runs are evening routes that start after regular routes. They may have a start time anywhere from 4:15 to 6:00 P.M. They are generally on Monday through Thursday, depending on the school involved. When assigned to a tutorial route, you will have the same school and same day until tutorials are over.

3. The procedures for assigning trips include:
  - A. Listing all certified eligible drivers by rotation schedule.
  - B. Field Trip Coordinator will begin at the top of the list and move to the bottom, assigning drivers as trips become available.
  - C. Drivers will be contacted and informed about the trip at least two days before the trip. Trips that are booked too late for regular procedure will be given emergency schedule status. They will be assigned on the basis of simplicity and easy communication.
4. **A driver scheduled for an A.M. trip must be present in the P.M. on the day preceding the trip. Also, a driver scheduled for a P.M. trip must be present in the A.M. on the day of the trip. If an assigned driver does not comply with the attendance requirements stated above, the Field Trip Coordinator will assign another driver to**

**the trip.**

- A. If you wish to be added to, or removed from, any field trip list, you must notify the Field Trip Coordinator in writing.
- B. All information requested on extracurricular trips must be posted by the driver who drives.
- C. Payment for extracurricular trips will not be made unless a report is turned in to the office.
- D. 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 also remain at the destination, with one exception, which is: the NEED to go someplace away from the destination to eat, and then only if the driver did not have an opportunity to eat before leaving on the trip. If the driver does need to eat, he/she must:
  - 1. Check with the sponsor AFTER THE EVENT HAS BEGUN so the sponsor has a better idea of the schedule
  - 2. Leave ONLY AFTER CHECKING the bus for group equipment
  - 3. Go to the closest possible place
  - 4. Be gone for no more than 45 minutes to one hour
  - 5. BE CERTAIN the sponsor approves of you leaving and knows the time of your return and where you are going

**Employees should not ride on a route or a field trip with another driver unless asked to do so and approved by a supervisor. An employee's children are not permitted to ride any bus other than the one to which they are assigned, unless an emergency arrangement has been made with a supervisor.**

**Any questions regarding driver assignments for field trips should be directed to the Field Trip Coordinator.**

**Field trip guidelines for drivers**

- 1. After you have accepted a field trip, lead drivers will be assigned on multiple-bus trips. The lead driver should introduce himself/herself to the sponsor at the pick-up point. If any return time decision is necessary, the lead driver will communicate with the sponsor in charge. The lead driver is the driver in possession of the trip requisition slip.
- 2. Routes are pre-set, but due to parking at some locations, plans need to be formulated for exceptions. If buses get separated, each driver needs to proceed to the destination as pre-planned.
- 3. You need to be prepared to take a busload to a drive-in, or convenience store, or a

restaurant, if the sponsor has so requested. The students are expected to clean up the bus after eating. No glass is permitted. You make the decision where to park, etc., so as to fulfill your safety requirements. We cannot get off freeways or crowded highways and streets without notice. Do not let someone else lead you into a dangerous or difficult situation.

4. Take a count of students and adults. Use your yellow flashers on school grounds and on private property as you enter and leave. Park where you are instructed or where you can see a safe way out. Park to prevent backing wherever possible. Frequently, you can unload and park away from regular traffic patterns.
5. **When you return to the Center, park in the assigned slot. Be sure the windows are up. Empty the trash can and check the bus for general cleanliness and/or damage.**
6. Make every effort to accomplish your trip in accord with the sponsor's wishes. You can set limits and still enjoy a field trip. Report any difficulties so that future trips can be made more enjoyable for the students and the driver. 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 their authorized sponsors are allowed to ride the bus. Additional persons not officially designated as part of the group are not allowed on the bus.
7. **Field trip drivers will not allow equipment (ice chests, mats, props, etc.) to block the aisle or doors. This equipment will be stored in or under seats.**
8. Special equipment on Special Education buses used on field trips should be left exactly as found. Anything moved or removed should be replaced.

### **Special education field trips**

Any Special Education field trip will be designated to have emergency schedule status.

## SPECIAL TRANSPORTATION SECTION

**This section is prepared to provide additional information required to meet the needs of the employees in the Special Transportation Department. It is intended to supplement the regular section included in this handbook.**

### **Routing policies and procedures**

1. Special Transportation employees must comply with all policies and procedures covered in the GPISD Transportation Department Employee Handbook with the additions of those outlined in the Special Transportation section. As in Regular Transportation, any Special driver who misses 15 total check-ins could lose his/her mid-day route assignments for the rest of the school year.
2. New student assignments and route changes will be made once a week to work more efficiently and avoid confusion. However, emergency situations may make unscheduled changes necessary. Drivers will be given new route sheets, apartment maps, parent packets and change notices the day before route changes take effect. The effective date will be stamped on the bottom of the route sheet.
3. Driver must satisfy any questions about the route before leaving the Transportation Center the day before the change takes effect. Both A.M. and P.M. drivers, and attendants must prepare for any student equipment needs.
4. New students' parents are notified by the routing office of bus number and pick-up time. If the student lives in an apartment the exact pick-up point is determined with the parent and marked on a map of the apartment complex. If the actual pick-up is different than indicated on the map, the driver must notify routing.
5. Parent packet for new students and change notices for existing students are to be delivered by the driver taking the student home. If the driver is unable to deliver a change notice, the driver is responsible for notifying the family by phone. When there is a problem in doing so, the driver is to ask the dispatcher on duty for instructions or assistance.
6. A form giving consent to deliver a student unsupervised is included in the parent packet. It is the driver's responsibility to ensure that the parent packet goes home with the student. The driver must return the consent form to the routing office immediately after receiving it.
7. Student's scheduled pick-up time and order of pick-up are based on the best available information. When the driver feels the students can be better served by changing the order and/or time of pick-up, he/she should consult the routing office. The information supplied by the driver will be considered and the route changed if deemed advisable.
8. Drivers can recommend most changes by numbering the order and indicating desirable pick-up time on the expired route sheet before returning it to the routing office. No changes will be made prior to consultation with a Router.

9. When a scheduled pick-up is consistently late by five minutes, the driver must consult the routers for an adjustment. Routes must be executed as written; failure to do so causes confusion for students, parents, and substitute drivers.
10. Write Behavior Reports whenever you need help with student conduct. Do not quit writing reports because you don't see the desired results. The documentation may be needed to underline the seriousness of the problem. Promptness is essential in dealing with student conduct reports. Reports should be written and turned in immediately upon return to the Center.
11. Some special programs may require daily A.M. and P.M. bus behavior reports to monitor and modify behavior. Drivers are required to complete the report and give to the teacher or parent, as previously arranged with the Transportation Supervisor. Do not make "deals" with school personnel on bus duty. All other behavior problems must be reported on the standard form immediately after the run. Delay in reporting a problem jeopardizes the correction process and could result in more serious problems.
12. Use the standard misconduct form to report unusual incidents of conversations and needed repair to special equipment. Label the report INFORMATION and put it in the mailbox at the dispatch desk.
13. Drivers must briefly record in their notebooks all incidents that occur during a route. The driver may be asked to provide information from this record in answer to a call from a parent or school. Such information might include a student's habitually being late, no show, absence, or unusual behavior, comments by either student or parent, and license numbers and description of persons displaying suspicious behavior near bus stops or schools.
14. Communicate with the staff in writing whenever possible. Discuss your concerns with only one staff member. Any staff member can serve most needs.

### **Route execution**

1. Safety is our first priority; drivers, attendants and special transportation students must wear seatbelts at all times.
2. Examine your attitude daily. Begin each day rested, organized and confident. Actions speak louder than words. Students quickly pick up on your attitude. Consistency in discipline and schedule is very important. A clean, tidy bus with seatbelts straightened and laid out will impart a positive attitude and promote good behavior.
3. Safety is our first criteria in deciding a route. The service doors and lift doors will face the student's home, apartment or daycare whenever possible so the student will not need to cross the street. Circle a block if necessary.
4. **AVOID BACKING.** If it becomes absolutely necessary to back the bus, it must be done with extreme caution. If a stop is missed, go around the block and approach the stop again rather than back the bus. In no event shall a bus be driven backwards without another adult outside the bus to assist the driver. **EXCEPTION:** backing into parking slot at the

transportation center.

5. Restrict pulling into driveways to situations where there is no alternative, i.e., dead-end streets and students so small or handicapped that they are unable to meet the bus at the end of the street. If two students are picked up on opposite sides of the same street, it is safer to drive a loop through adjacent streets to turn around than to pull into a driveway and back out.
6. When a lift bus is in the process of loading and a non-lift bus becomes loaded and ready to leave, the lift driver may turn off the red flashers momentarily and allow the non-lift bus to pass on the school ground only when there is not a student on the lift. All school buses must display flashing red lights on public streets when loading and unloading.
7. Keep the radio on at all times when executing your route. Report malfunctions immediately after completion of route. Communication is vital to a smooth, safe execution of a route.
8. Use the radio only when necessary. Stay familiar with policy and use good judgment in making decisions independently. Be discreet and use the minimum number of words to ask for assistance. No personal information will be given over the radio; students will be identified by number.

### **Responsibilities and limitations**

1. The bus driver's direct responsibilities to the student begin and end at the bus door. Do not perform any special services, i.e., honking, going to the door, bathroom stops, etc., for any student. The driver or attendant provides all needed assistance from this point. Discourage others from boarding the bus. The driver or attendant must be on board the bus any time a student is on board. Under normal conditions a driver shall not be required to leave the bus to assist a student; however, emergency situations may arise requiring the driver or attendant to assist the student after leaving the bus. Use your best judgment and report to the supervisor or router immediately after route.
2. Drivers will wait two minutes at the pick-up point for each student. If a parent asks the driver to wait and then takes longer than two minutes to bring the student to the bus, the driver will notify the routing office. A letter explaining the policy will be sent to the parent. After the parent has been notified of the policy, the driver will enforce the two-minute limit, even though the parent asks the driver to wait. Note times in your notebook. Call base ONLY if you have been asked to do so or if this is the first day of a change for the student.
3. Be consistent. Drivers have rules by which they must abide; special dispensation can be given only by a supervisor who is then responsible for repercussions.
4. The driver must be available for each student on the route, both to and from school, unless notified not to do so. The driver cannot assume that because a student does not ride a bus to school that the student will not ride home. Do not ask dispatchers to call school to check. When a route is out of district for one student, it is advisable for economic reasons to have a dispatcher call and check.

5. Advise the routing office of frequent or prolonged absences. When a student has not ridden for three consecutive days, the driver must notify the routing office. The student's absence will be checked, qualified, and cancelled if advisable.
6. The Transportation Department must have a signed Consent to Release any special student from the bus without an authorized adult present. A "YES" or "NO" will note consent on the left side of the route sheet. If there is neither a "YES" nor "NO", treat as a "NO". If no permission is given, do not permit a student to leave the bus without an authorized adult visible.

If an authorized adult is not present when required, the student will be kept on board after a two-minute wait and a second attempt to deliver made at the convenience of the other students and the route.

Avoid asking the dispatcher to call for someone to meet the bus on the first attempt to deliver. If no authorized adult is available on the second attempt to deliver, notify the dispatcher, who will attempt to notify the parent or sitter before the student is returned to school. If no adult is available, the driver and the school will be notified that the student is being returned to school.

7. The driver must check the interior of the bus after each run and before leaving the bus to ensure that a sleeping child or hazardous item is not left on board. Leaving a student on a bus unattended anywhere at anytime will lead to immediate recommendation for termination.
8. An adult must hand all medicine to the driver. The driver will release it only to an adult. The driver must report any violation of this procedure to the Routing Office.
9. Never attempt to deliver verbal messages between parents and school officials. Get it in writing. Do not be persuaded to say or do anything that will cause you or the Transportation Department to be responsible for actions or responsibilities of others. Avoid unnecessary conversation with parents and teachers regarding your students or route. This frequently leads to misunderstanding. Restrict your conversation to inconsequential pleasantries, such as the weather.
10. Drivers must be available to return for a student who is retained at school in the afternoon if required to do so. Late deliveries will be kept to a minimum.

### **Procedures and responsibilities for drivers and attendants assigned together**

1. Drivers and attendants each have specific responsibilities during daily bus check.
2. Both the driver and the attendant are to focus their attention on the student's needs and safety during the trip.

3. Drivers and attendants are to include students in all conversation on the bus. Avoid all conversation about other students, teachers, aides, etc., in the presence of students. Maintain a professional attitude toward students. Be friendly but authoritative. Drivers and attendants must show respect for each other at all times.
4. Working on a lift bus requires much cooperation between the driver and the attendant. Should a difference arise, the attendant is to yield to the driver. The driver and the attendant are to resolve their difference of opinion privately. If an agreement is not reached by the end of the route, discuss the problem promptly with the Special Transportation Coordinator.
5. Loading students on a lift bus requires more time and closer contact with parents and school personnel. Refrain from conversation that can indicate that special favors can be done. Always refer requests for time adjustment, variation in pick-up or delivery points, immediate address change, etc., to the Special Transportation Office. Avoid conversation that could divulge confidential information.
6. If the lift becomes inoperable, keep all students in wheelchairs on board the bus until the mechanic arrives. If a hazard makes it necessary to unload the students, use the two-person carry to take each student to a safe place. The wheelchairs can be unloaded after the students are safely unloaded.

### **Responsibilities of drivers**

1. The driver has the same responsibilities for the bus as all other drivers. This includes the cleanliness of the driver's area, as well as safety equipment on the outside of the bus. The driver of a lift bus must be especially aware of providing a smooth ride for the students. Quick stops and fast turns cause much discomfort and possible injury to students with less body strength.
2. The driver will operate the lift as needed for loading equipment. Duties of the driver during loading the lift are:
  - A. Set bus brake.
  - B. Activate red flashers.
  - C. Accept student from parent or teacher.
  - D. Check that the student is secure and in proper position. If the student is not wearing a seat belt with a metal buckle, add one to be worn during transport. Return added seat belts to the storage bag after the student is moved off the lift at his/her destination.
  - E. Hand loose objects to attendant.
  - F. Move student onto lift and set chair brakes.
  - G. Raise lift, keeping one hand on the chair and the brake set until the attendant has control of the chair.
  - H. Help guide chair onto bus.
  - I. Wait until each chair is completely secured and the attendant is seated before moving the bus.

## **Responsibilities of attendant**

1. The attendant must watch each student for signs of illness and proper riding position. The attendant must make sure chair remains securely locked and the movement stays minimal.
2. The attendant is responsible for the passenger area and equipment.
3. Attendants are not authorized to start buses or operate lifts.
4. Attendants are to assist in adjusting mirrors and checking brake lights as requested by the drivers.
5. Attendants are to get special equipment from shop, as required for each run.
6. Duties of the attendant during loading by lift are:
  - A. Take student's loose possessions and put in a secure place.
  - B. 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.)
  - C. Secure each chair completely using the four-point system. Tighten the straps to prevent any movement.
  - D. 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.
  - E. Attendants are to carry infants on board as needed. The attendant is to accept the infant from the parent or teacher outside the bus. When carrying the infant, the attendant must guard against bumping the infant's head or limbs. The attendant must be prepared for sudden movement of the infant.
  - F. The attendant is to secure the infant into the assigned car seat, making sure the car seat is secure and in the proper position.
  - G. The attendant is to thoroughly wipe each car seat and other shared equipment with a sterile wipe after each use.
  - H. Attendants are to return special equipment to the shop, spray or clean chairs and plug in equipment, as necessary.
  - I. If there is any movement of a chair when the bus is in motion, the attendant is to ask the driver to stop in a safe place. The attendant is to re-secure the chair to prevent movement.
  - J. When attendants are seated they must be wearing seat belts.
  - K. Attendants must wear flat shoes with non-slip soles and no open toes or backs.
  - L. Attendants will help keep interior of the bus clean and neat. All securing equipment not presently in use must be stored in the equipment bag.
  - M. Attendants are to be aware of equipment changes according to route changes.

## **TRANSPORTATION SHOP SECTION**

### **Vehicle maintenance shop safety**

1. Oil dry should be put on all fluid spills as quickly as possible.
2. Safety goggles must be worn when using grinders or any other tool that could cause metal to get into your eyes.
3. Remember when working with carburetor cleaner, chemical cleaners and oily or greasy equipment of any kind, that you are working with hazardous material and safety equipment should be used (i.e., gloves, respirators, apron, etc.)
4. Place jack stands after raising a vehicle, **BEFORE WORKING UNDERNEATH.**
5. Use acetylene torch and welding equipment with extreme caution to avoid the possibility of fire or explosion and injury.
6. Cleanliness enhances safety. You are responsible for keeping your workstation neat and clean. Shop personnel are expected to clean up any mess they make in any area.
7. Split rim tires **MUST** be inflated in the tire cage.
8. Safety waist harnesses are provided and should be used when lifting heavy objects.
9. Material Safety Data Sheets on chemicals used are available for reference in the Shop Foreman's Office.

### **Emergency procedures**

Should you be injured in any manner while working, the director or a supervisor must be notified and the appropriate form filled out and filed.

**ALWAYS CALL BASE OR A SUPERVISOR**