

# 2024-25

## Brenham ISD Employee Travel Guidelines



Brenham ISD Business Services

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# Brenham ISD Employee Travel Guidelines

Effective September 1, 2024

In general, “employee travel” is defined as travel outside the District boundaries where an employee is acting as a representative of Brenham Independent School District. BISD will reimburse, advance, or pay for qualified travel expenses dependent upon the type of travel and compliance with District guidelines. Approval for travel must be obtained prior to taking a trip using the “Brenham Travel Request 24-25” form obtained through K-12 linked on the District website under “Staff Resources”. Employees are required to complete their own request form.

## **Employee Travel Request/ Reimbursement/ Per Diem Form “Brenham Travel Request 24-25”**

The Brenham Travel Request 24-25 is the official District form for approval of employee travel, travel advances, and settlement of travel expenses, including reimbursement requests, mileage requests, per diem advance requests, etc. The District form should be completed with as much information as possible and include all attachments in order for the reimbursement, per diem advance, etc. to be processed by the Business Office. See specific discussion in the following sections of these guidelines that indicate required information and attachments.

The following guidelines should assist you with the correct completion of the Brenham Travel Request form. Failure to read may result in loss of reimbursement, per diem (if applicable), and/or privileges.

If the professional development activity/travel is being paid for through a federal grant (funds 2XX), there are specific requirements for funding and reimbursements. Travel requests/reimbursements funded through federal grant monies (2XX) should be submitted to the campus principal, then to the respective grant director at the District level for approval.

Travel costs must have proper documentation, as described below, in order to be charged to TEA/federal grants. No advances are allowed when using federal funds (2XX). Do not create Requisitions for per diem when using a budget beginning with 2##-.

## Important Information to Remember:

### Before Travel:

- Please routinely check that your Brenham Travel Request form is moving through the approval steps in a timely manner to ensure any Business Office deadlines are met.
- Employees cannot use personal funds for hotel, airfare, or event registration to be reimbursed by the District.
- The Brenham Travel Request form Steps 1 (One) through 5 (Five) must be complete and on Step 6, with all required attachments and details, 10 (Ten) Business Days before the Departure date in order for any payments and or per diem to be made.
- Conference registration fees should **NOT** be paid and hotel reservations should **NOT** be made until the Travel Request Form is on Step 5. Once made, the employee is responsible for booking and cancellations.
- For director and principal travel, all departments need to submit their Brenham Travel Request form to their supervisor's assistant.
- Advances for the following will not be processed prior to travel:
  - Travel funded with federal funds
  - Mileage
  - Day Trip meals
  - Overnight Trips w/ students
- If the professional development activity is being paid for with **federal funds (2XX)** documentation must also include **how it was necessary** to accomplish the objectives of the grant project in the notes section of the request or on a separate sheet.

### During Travel:

- The employee must collect itemized receipts for all Citibank charges and meals under the Accountable plan. The itemized receipts must be attached to the Travel Request form within 5 Business Days from the travel return date.
- BISD is exempt from Texas state sales tax charged for lodging and hotel parking.
- Verify the final hotel receipt upon check out does not include State Tax and obtain a paper copy.

### After Travel:

- **Failure to submit Step 7 of the Travel Request form within 5 business days after the travel return date will result in loss of reimbursement and/or future travel per diem privilege during the current school year.**
- The employee/department is responsible for any hotel or credit card charges discrepancies, including tax charged in error. Discrepancies must be handled immediately.

**Read through the Guidelines for timelines, responsibilities, and requirements.  
Failure to do so may result in loss of per diem or privileges.**

# TRAVEL PROCEDURES

## Funding Source:

The director/principal approving the Employee Travel Request/Reimbursement is responsible for assigning the appropriate budget code and ensuring adequate funds are available prior to approval.

## Shared Expenses

- In cases where shared expenses will be charged to several budget codes involving multiple departments or campuses for a single person. A director or principal should be designated to be responsible for preparing a listing of the appropriate amounts to be charged to each budget code and obtaining proper approval signatures. Attach the signed document to the travel form.
- When two staff members are sharing travel expenses, ex. Hotel chargers, enter the shared amount on each travel form, not the total amount. Each form should attach a copy of the receipt or reservation to their travel form and note who they are traveling with.

Travel paid from **federal funds (2XX)** should adhere to the limits required by travel guidelines specific to the grant. Travel expenses exceeding these grant limitations must be paid from District local funds. Do not create Requisitions for per diem when using a budget beginning with 2##-.

## Event Registration:

Conference/Event Registration will be paid with a district credit (Citibank) card **once** the Brenham Travel Request form is on Step 5 and a PO has been approved.

\*Requisition/Purchase Order(s) should state the event name, date, name of employee and location of the event.

Brenham Travel Request form Step 5 attachments **must** include:

- Copy of the registration form
- Documentation to support the purpose of the trip, such as a **brochure**, registration, or entry form. Documentation must show the location, dates, and event fee.
- Daily Schedule/Agenda of events
- *Check the conference/event page for hotel discount codes or links.*

If the professional development activity is being paid for with federal funds (2XX) documentation must also include **how it was necessary** to accomplish the objectives of the grant project in the notes section of the request. Do not create Requisitions for per diem when using a budget beginning with 2##-.

## Hotel Lodging:

### Allowable Room Rates

Maximum lodging rates may be accessed through the U.S. General Services Administration at [www.gsa.gov](http://www.gsa.gov) Follow these steps:

- Find allowable rates for all states by:
  - Go to [www.gsa.gov](http://www.gsa.gov)
  - Click the drop-down to show ALL entries and locate your destination.
  - If the city to which you are traveling is not listed, check the county list. If the county to which you are traveling is listed, use the rate given for that county.
  - If neither the city nor county to which you are traveling is listed, use the Standard Rate

Employees traveling on official BISD business may participate in the Texas State Comptroller's contract for travel services. A directory of contracted hotels and rates is available at [FedRooms](http://FedRooms). Hotel Engine is another great tool to use for booking with GSA rates <https://www.hotelengine.com/sign-up>.

*A link to the current Lodging Rates is located on the Brenham Travel Request Form. If neither the city nor county is listed, use the standard rate listed.*

- If the allowable room rate is below the estimated room rate your meal allowances can be used to cover room rate overages. Enter the total room rate on the form and deduct the amount for the meal amount.
- Hotel reservations can be made with the campus credit card **once** the Brenham Travel Request form is on Step 5 and an approved PO has been created.
- Travel to the event must be greater than 75 miles according to the shortest route provided by Google Maps. An exception for travel with students will be made on a case-by-case basis by District Administration.
- To determine distance the starting location for all travel will be from Brenham ISD Central Administration Office, 711 East Mansfield Street. A Google map must be uploaded to the Brenham Travel Request form and provide the travel distance.
- A District credit card will be included in the travel packet obtained from the Business Office prior to travel to pay the hotel cost. No personal room charges should be paid with the District card.
- The District card **must be returned to the Business Office within 2 days of returning from travel.**
- Itemized receipts must be uploaded to form on step 7 within 5 business days upon return.

## A Final Hotel Bill is Required to Pick Up

The hotel bill should clearly indicate the name and address of the hotel, the name of the employee, and the daily itemization of lodging charges. The District is **exempt from Texas State Sales Tax** on lodging and hotel parking. An exemption form is provided for each trip in your travel packet and is also available on the BISD website. This form should be provided to the hotel at the time of check-in.

The department and/or traveling employee is responsible for requesting and obtaining credit for any Texas State Sales Tax charges or any other errors. Room rate, city, and other taxes should be the only charges showing. If the room was shared, indicate with whom the room was shared somewhere on the receipt. Incidentals should be paid with personal credit cards.

Check-out at the desk is required. Even if a \$0 balance is showing when a bill is slipped under the room door the morning of departure, the traveler should check out at the hotel desk and get a finalized bill reflecting a \$0 balance and verify the bill does not include state tax or charges the employee did not incur.

**Failure to submit Step 7 of the Travel Request form within 5 business days after the travel return date will result in loss of reimbursement and future travel per diem privilege during the current school year.**

## Transportation:

### ***Personal Vehicle (Privately Owned Vehicle)***

Travelers should make an effort to have multiple people per car when more than one person is attending the same event. The driver will complete the mileage information on his/her Brenham Travel Request form and include the names of the other riders. This must be done in order to receive mileage reimbursement after the trip.

### ***Mileage Reimbursement***

Mileage incurred to and from an approved location in an employee's personal vehicle may be reimbursed. Prior approval must be granted by completing the miles to be traveled under the Transportation portion of the Brenham Travel Request form. Mileage will be reimbursed after the travel has been taken, and all documentation has been submitted, approved, and Step 7 of the Travel Request Form has been completed within 5 business days after travel. Mileage will be reimbursed at the rate adopted by the Texas Comptroller of Public Accounts. This rate is subject to change by the State.

- To calculate the mileage use <https://www.google.com/maps>
- Enter 711 E. Mansfield Brenham, TX as starting point
- Enter the Destination and check the round trip
- Download the map and attach it to the Travel Request Form
- Gas is not reimbursed and the use of a District gas card is not allowed
- *The reimbursement covers costs for using your vehicle for business, including fuel, toll-road charges, maintenance, repairs, insurance, registration, and depreciation*

**Failure to complete Step 7 within 5 Business Days after the Travel Return date will result in a forfeit of reimbursement.**

### ***Airfare***

Airfare may be paid using a district credit card once the Travel Request form is on step 5

Travel Form Attachments must include:

- Airfare receipt with the employee name, travel destinations, name of the airline, ticket number, class of travel, travel dates, and amount of airfare

### ***Public Transportation/RideShare***

Employees may use a district credit card to pay for public transportation. **REMOVE the District credit card number from your RideShare app after travel.** Any charges made to the District credit card must be accompanied by an itemized receipt(s) and attached to the Travel Request form on Step 7 upon returning from the trip. Actual **pre approved** amounts expended, paid by the employee, will be reimbursed with an itemized receipt(s) given the receipts are attached to the Travel Request form on step 7 (employee).

**Failure to complete Step 7 within 5 Business Days after the Travel Return date will result in a forfeit of reimbursement.**

### ***School District Vehicle***

The use of school district vehicles is handled by the Brenham ISD Transportation Department in accordance with their guidelines. For further details related to the use of school vehicles contact the Transportation Department. See Appendix A (pg. 13) for more information.



## **Rental Car**

The District has a State contract with Enterprise and Hertz. The contract has a set rate and includes insurance, liability, damage waiver, and roadside assistance. No additional insurance should be needed. **Reservations are made only by the BISD Transportation office.**

*Employees traveling on official BISD business may participate in the Texas State Comptroller's contract for travel services. A directory of contracted rental car companies and rates is available at:*

*<http://www.window.state.tx.us/procurement/prog/stmp/stmp-rental-car-contract/>.*

Rental cars are paid with a purchase order.

*Eligibility - Only when district owned vehicle(s) are not available and...*

- *Employees traveling with students or with other district staff*
- *Employees traveling alone must have prior approval from CFO*

When preparing the requisition for a rental car, include in the Notes or Description:

- The date of the event
- The place of the event
- Number of attendees and their name(s)
- Name of event or reason for the rental

Each line should represent each vehicle being rented

- If renting 2 vehicles with one PO there should be two line items
- The quantity should equal the number of days being rented
- The unit price should be the daily rental rate

The original rental car receipt must be attached to the Travel Request form and PO. The receipt should clearly indicate the name and address of the rental car company, the name of the employee, and a detailed itemization of charges.

*If the professional development activity is being paid for with **federal funds** (2XX), documentation must also include a written justification for why a rental car was necessary and how it was more cost-effective than alternate transportation.*

This should be noted in the notes section of the P.O. and on the Brenham Travel Request Form. Do not create Requisitions for per diem when using a budget beginning with 2##-.

## **Gas/Fuel Cards:**

The District will provide a gas card if an employee is traveling with a District vehicle or a rental car paid for by the District.

- ❖ These are limited and are provided on a first come first serve basis.
- ❖ Must bring a printed copy of your PO with you to pick up the card from Transportation.
- ❖ It is the employee's responsibility to contact the BISD Transportation office to obtain a gas card.

## Meal Plans:

The Meals and Incidentals allowable amounts can be found on the Brenham Travel Request form. The meal rates listed are per person, per day. The Estimate section should be filled out in Step 2 and reviewed by the traveler in Step 5 of the form before the trip to ensure awareness of the allowable meal expenses.

### ***\* Non-Accountable Plan (Per Diem)***

- *Traveling Overnight without Students*
- *Funded with Local funds only*
- *Receipts are not required*
- *Meals that are provided during travel by the event will be deducted from the per diem*
- *Failure to complete the required steps below will result in loss of Per Diem privilege for the remainder of the school year, see below.*
- Do not create Requisitions for per diem when using a budget beginning with 2##-. Use the Accountable Plan

#### **Before Travel:**

Per Diem will be provided to the traveler before the trip, providing that the Brenham Travel Request form has been properly and accurately filled out, approved, and the **employee has verified step 6 of the Travel form has been submitted to the Business Office at least 10 business days prior to the travel departure date.**

*If Step 6 of the Brenham Travel form **is not received** by the Business Office according to the above-required timeline to issue the advance, the meals will be reimbursed to the employee according to the “accountable plan”, whereas itemized receipts will be required for post-travel reimbursement. See Accountable Plan below for details.*

#### **After Travel:**

Within 5 business days upon return from the travel, the employee will “attest” that all advanced funds were used on allowable meals and expenses by completing and submitting Step 7 on the Brenham Travel Request.

**Failure to complete Step 7 within 5 business days of the travel return date will result in loss of per diem privilege. The employee will be reimbursed by the accountable plan for all future travel during the remainder of the school year.**

**\*\*\*Please routinely check the steps of approval to verify the form is moving forward in the approval process in a timely manner to meet the 5 business day requirement.\*\*\***

## **\*Accountable Plan**

- *Day Trips without students*
- *Day Trips with students*
- *Overnight travel with students*
- *Overnight travel funded with Federal funds*
- *Reimbursed after travel*
- *Itemized receipts are required, handwritten receipts are not acceptable*
- *If alcoholic beverages are listed on the receipt the entire receipt will not be reimbursed*
- *Must be submitted to the business office within 5 business days, step 9 on travel form*

### **Day Trip (without students)**

- The Brenham Travel Request form is REQUIRED
- A District credit card cannot be used to pay for meals and will not be issued
- Meal reimbursements will be processed through payroll per IRS guidelines
- Failure to submit itemized receipts will result in loss of reimbursement (see below)

### ***Allowable Meal Rates (including tax and gratuity)***

Breakfast - depart before 6:30 am	Employee Rate \$13
Lunch - depart before 11 am and return after 2 pm	Employee Rate \$15
Dinner - depart before 4 pm and return after 7 pm	Employee Rate \$26

### **Before Travel:**

The Brenham Travel Request form must be on step 6 prior to the departure date. The entire trip allowance total is considered when reimbursing the employee. Business Services will reimburse all valid itemized receipts, up to the total amount allowable for the trip without going over. No handwritten receipts will be accepted. *For example: If you are allowed \$41.00 for the day, up to that amount will be reimbursed.*

### **During Travel:**

Request and keep all itemized receipts.

### **After Travel:**

Itemized receipts must be submitted by the employee on Step 7 of the Travel Request Form within 5 business days after returning from travel.

**Failure to complete Step 7 within 5 Business Days after the Travel Return date will result in a forfeit of reimbursement.**

**\*\*\*Please routinely check the steps of approval to verify the form is moving forward in the approval process in a timely manner to meet the 5 business day requirement.\*\*\***

**Accountable Plan** continued....

**Accountable Plan** continued....

### Day Trip (with students)

- The Brenham Travel Request form is NOT required
- Can be charged on a district credit card
- Personal checks cannot be made out to employees (IRS reporting)
- A list of students/adults/staff who received a meal must be signed for each meal, [click here](#)
- Failure to submit itemized receipts/names will result in loss of privilege (see below)
- An approved PO/Requisition for Citibank is required **prior** to travel

#### **PO/Requisition must include:**

- Travel date
- Travel times (departure and arrival in Brenham)
- Employee Name responsible for charges
- Traveling w/students, and the number of students
- Number of adults receiving meals
- Total amount of meals (see allowable amounts below)

#### **Allowable Meal Rates (including tax and gratuity)**

*If you would like to increase the rates, funds from the activity account must be transferred.*

Breakfast - depart before 6:30 am	Employee Rate \$13 Student \$13
Lunch - depart before 11 am and return after 2 pm	Employee Rate \$15 Student \$13
Dinner - depart before 4 pm and return after 7 pm	Employee Rate \$26 Student \$13
*Student Playoff Rate B\$13 L\$15 D\$18	

#### Before Travel:

PO must be approved. The employee will bring a copy of the PO and check out a District travel credit card from the Business Office to pay for the meals.

#### During Travel:

Request and keep all itemized receipts and a list of names of those included in the meals.

#### After Travel:

Turn all itemized receipts and a list of students' and employees' names that received meals charged to the credit card to the campus/department secretary within 5 business days after returning. These documents must be attached to the PO when processing the PO for payment.

**Failure to submit itemized receipts and names within 5 business days after the return date will result in loss of use of the District credit card for the remainder of the school year. Another department employee will need to be responsible for the district credit card for the remainder of the school year.**

**\*\*\*Please routinely check the steps of approval to verify the form is moving forward in the approval process in a timely manner to meet the 5 business day requirement.\*\*\***

### Overnight traveling with Students

- The Brenham Travel Request form is required
- All hotel charges must be included on the Travel Request Form
- The total number of rooms and students traveling must be noted on the form
- Departure and arrival times must be accurate on the travel form
- District credit card will be used to pay for meals unless a check is requested (**see below**)
- Failure to submit itemized receipts/names will result in loss of privilege (**see below**)

#### **Allowable Meal Rates (including tax and gratuity)**

*If you would like to increase the rates, funds from the activity account must be transferred.*

Breakfast - depart before 6:30 am	Employee Rate \$13 Student \$13
Lunch - depart before 11 am and return after 2 pm	Employee Rate \$15 Student \$13
Dinner - depart before 4 pm and return after 7 pm	Employee Rate \$26 Student \$13
	*Student Playoff Rate B\$13 L\$15 D\$18

(Out-of-state rates will be determined by the business office per GSA guidelines)

#### Before Travel:

The Brenham Travel Request form must be on step 6 prior to the departure date. The employee will check out a District travel credit card from the Business Office to pay for the meals. Checks will only be issued if using activity account funds and have CFO approval. Signature sheets and receipts will be required for each meal for check or credit card purchases. The Brenham Travel Request form must be on step 6 (Accounts Payable) 10 business days before the departure date for a printed check request or a district card is issued.

#### During Travel:

Request and keep all itemized receipts and a list of names of those included in the meals.

#### After Travel:

Itemized receipts must be submitted along with a list of students and employees that received meals charged to the credit card within 5 business days upon return.

**Failure to submit itemized receipts and names within 5 business days after the return date will result in loss of use of the District credit card for the remainder of the school year. Another department employee will need to be responsible for the district credit card for the remainder of the school year.**

**\*\*\*Please routinely check the steps of approval to verify the form is moving forward in the approval process in a timely manner to meet the 5 business day requirement.\*\*\***

### Travel Funded with Federal Funds (2xx)

*and Overnight Travel without students if the Per Diem deadline was not met*

- Brenham Travel Request Form is required
- Per Diem is NOT allowed
- **Itemized receipts are required**
- **Handwritten receipts and non-itemized receipts will not be reimbursed**
- No tips/gratuities can be paid using federal funds. While traveling using federal funds, there will need to be a "Local" account code provided on the Brenham Travel Request form for any tips/gratuities paid to be coded to. No meals will be advanced when using federal funds.
- Alcoholic beverages are not reimbursable.
- **Failure to submit itemized receipts will result in loss of reimbursement (see below)**

If the professional development activity/travel is being paid for through a federal grant (funds 2XX), there are specific requirements for funding and reimbursements. Travel requests/reimbursements funded through federal grant monies (2XX) should be submitted to the campus principal, then to the respective grant director at the District level for approval.

#### Before Travel:

Meal rates are up to the maximum allowable rate according to the M&IE Breakdown based on the county you are traveling to. The entire trip allowance total is considered when reimbursing the employee. Business Services will reimburse all valid itemized receipts, up to the total amount allowable for the trip without going over. *For example: If you are allowed \$162.00 for the entire trip, meal expenses with itemized receipts up to that amount will be reimbursed.*

#### During Travel:

Request and keep all itemized receipts.

#### After Travel:

Within 5 business days upon return from travel, all itemized receipts are required to be attached to the Brenham Travel Request form by the employee on step 7.

**Failure to submit itemized receipts and names within the required timeline will result in forfeiture of reimbursement.**

**\*\*\*Please routinely check the steps of approval to verify the form is moving forward in the approval process in a timely manner to meet the 5 business day requirement.\*\*\***

## Brenham Travel Request Form Instructions

The Brenham Travel Request form link is located on the BISD website under Staff Resources.

Guidelines for each topic, that is required for your travel request, should be fully read prior to starting a form.

The person traveling will initiate their own Travel Request form and is responsible for monitoring the tracking of the form to reach steps by the timelines outlined in Travel Guidelines. Initiating a form on someone else's behalf is considered forgery. Employees cannot use personal funds for hotel, airfare, or event registration to be reimbursed by the District.

Step. 1 The employee will enter the required travel details. Missing information will delay the approval process. Please enter any additional information in the Notes section at the top of the form. The information provided gives the supervisor an estimated cost of the trip and travel dates in order to grant approval for travel.

Hotel reservations, registration, or any other charges should NOT be made until the form is on Step 5.

Step. 2 The secretary will follow the Travel Guidelines and select the appropriate meal plan option and enter allowed rates, confirm hotel rates are allowed and enter a travel budget code, and should check the budget balance.

Step 3. The supervisor will review the available budget and travel dates to determine if travel is available and approve or deny the request.

Step. 4 If approval is granted the secretary will create a requisition(s) and enter the PO number(s) in Box 2 once the PO is approved. A separate requisition will be needed for (1) Employee per diem or meal reimbursement (note on PO which option) and Employee mileage (if needed) and (2) Citibank charges. Once approved Purchase Order number(s) are entered on the travel form do not forget to "receive" and attach the travel form to the employee PO in Ascender to move the process along. Payment can not be processed until this is done and the form is on Step 6.

Step. 5 (For Per Diem, see guidelines on pg. 7 in Travel Guidelines for time deadline. Failure to meet the deadline requirements will result in loss of per diem.) With the campus Citibank card, the employee will book the hotel and/or pays conference fees, airfare, or any other necessary expenses in order to travel. A map must be uploaded, see Lodging and Mileage Reimbursements in the Travel guidelines for requirements to avoid loss of reimbursements. The employee will enter their school business or staff development absences in Frontline.

Step 6. Account Payables will cut per diem checks and payments, if applicable, and will release the travel card to the employee for travel.

Employee Travels - Any expenses must be charged on the Travel Citibank card and itemized receipts must be turned in within 5 business days upon travel return date. For overnight travel, if per diem is advanced, receipts are not required.

Step 7. The employee will attach the final hotel receipt and any other itemized receipts for Citibank charges or accountable plan meal reimbursements to the form within 5 business days after the travel return date. The employee will certify and sign the form. Failure to complete this step will result in loss of per diem privilege and/or reimbursements for the remainder of the school year.

Step 8. The secretary will enter and reconcile the expenses on the form and on the requisitions, verify that all required receipts follow guidelines, attach the map to the PO, and close out the PO within 7 business days after the travel return date. Failure to complete this step will result in loss of privileges for the remainder of the school year.

Step 9. CFO approves

Step 10. Account Payables will reimburse mileage (only if a map is attached) and any other allowed employee expenses and reconcile the Citibank statement to the PO. Day trip meal reimbursements will be printed by AP and turned into payroll for processing.

## **Helpful Links**

Brenham Travel Request form [www.app.informedk12.com](http://www.app.informedk12.com)

If you would like to create a K12 account to view all forms you submit please email Jessica Allen

Meal Breakdown <http://www.gsa.gov/portal/content/101518>

Per Diem Rates  
for Texas <http://www.gsa.gov/portal/category/100120>

National Association  
of Counties <http://explorer.naco.org/index.html?zipSearch#>

## **Policies**

Code of Federal  
Regulations The following federal and TEA guidance relates to allowable costs:  
<http://www.ecfr.gov/cgi-bin/text-idx?SID=ca1ebff314cf6facd3b03d31c3440607&mc=true&node=pt2.1.200&rgn=div5#sp2.1.200.e>

TEA Policy If the above link does not work go to  
<http://www.tea.state.tx.us/grants/gmresources/> and scroll down to New  
EDGAR 2 CFR Part 200, Subpart E—Cost Principles.

Board Policy DEE (Local) <https://pol.tasb.org/Policy/Code/1205?filter=DEE>

TX Comptroller Policy <https://fm.x.cpa.texas.gov/fmx/travel/texttravel/rates/current.php>



# Appendix A: Transportation Services Procedures

## [Employee Handbook](#)

### **BISD Owned Vehicles and Rental Vehicles**

Safety is just as important for drivers of passenger vehicles as for bus drivers. The physical and mental condition of the driver and the driver's competence in driving skills must be above question. Hence, it is the policy of BISD that all **current and new employees** who plan to drive vehicles for the purpose of transporting students will be required to have a current physical exam and a drug/alcohol test. After this initial physical and drug/alcohol test, all **current employees** who drive school district or rented vehicles for the purpose of transporting students will be required to have a current physical exam every two years. In addition, an annual driver's license check must be performed before anyone can drive any school district or leased vehicle. Drivers who use vehicles to transport students on routes and/or extracurricular trips are subject to the District's Alcohol and Drug Testing Policy referenced in the previous section. Physical exams must be performed by the District's service provider. Becoming a District Driver is a two-year commitment. You will remain on the random drug test list for two years from the time you were approved as long as you remain in your current assignment. A formal letter of resignation from this status should be sent to the Director of Transportation at the end of the two-year commitment. Resignations may not be submitted at the time of any physicals or drug testing. Any resignations received prior to the two-year commitment will result in not being placed on the approved driver list for a minimum of two years.

### **Requesting Vehicle Rentals and Charter Buses**

To request a Rental Vehicle (SUV-*Max 8 passengers*, Cargo Van, Box Truck) or a Charter Bus, you must make your request to the Transportation Field Trip Coordinator no later than **30 days** in advance. Once you make your request, Transportation will check on availability and get a quote on cost. When the quote is received, it will be provided to the campus or department making the request for review. Acceptance of the quote must be communicated back to Transportation within 1-2 days. Once the department has confirmed acceptance of the quote, Transportation will make a booking for your trip. Transportation will then submit a requisition to the Business Office. Requisitions for Rental Vehicles and Charter buses will be charged directly to the campus or department travel account. As the trip date approaches, Transportation will communicate with the campus or department to confirm arrangements.

This appendix has been prepared to provide you, the transportation department employee, with a thorough understanding of the policies, practices, and procedures of Brenham ISD Transportation. The contents are by no means exhaustive but are as complete as possible at the time of printing. At times it may be necessary to re-evaluate policies and procedures based on situations that may arise. If the need arises to make modifications to any policies or procedures contained in this appendix, the notification will be made in writing or published to the employees of this department.

Rules, regulations, and other measures for safety are of little value without superior driving skills. Ninety-nine percent of the success of any transportation program lies with those who sit behind the steering wheel making important driving decisions. The actions taken by the driver determine whether the children transported will reach their final destination safely as planned.

Every employee is part of the team whose goal is to serve the best interest of all the children. All are trustees of important public confidence and, as such, must be dedicated to doing the safest, most effective, and most efficient job of which they are capable.

It is essential that all employees become thoroughly acquainted with this handbook and refer to it frequently. We urge you to make suggestions to your Operations Specialist, Safety Training Coordinator, Administrative Assistant, and Director, for future improvement and revision to this document

### **Appendix B: Transportation Employee Procedures**

This appendix is not a substitute for the official Brenham ISD Employee Handbook but a supplement to it that is more specific to the Transportation Department. This appendix does not serve as a contract and is not intended to alter the at-will status of non-contract employees in any way. The policies and procedures

contained in this appendix will be applicable from the date of the first program day of each school year to the first program day of the following school year with the exception of revisions to policies made after the school year begins. Notifications for any such revisions will be made in writing or publication to all employees.