D. Accidents

1. In the event of an emergency resulting in serious damage or personal injury, the 911 emergency telephone number should be used to summon police, fire or medical agencies for assistance. NEVER LEAVE THE SCENE OF AN ACCIDENT until a police officer has conducted an investigation and completed an accident report.

Obtain the name and badge number of the investigating officer as well as the name, address and telephone number of driver(s) of other vehicle(s) involved in the collision and any available witnesses. List the name and location of any passengers in the District vehicle at the time of the accident. Be as detailed as you can and record as much information as possible. Use your cell phone to take pictures of the accident scene.

2. All vehicle accidents resulting in any damage to a vehicle or property, or resulting in any injury shall be reported in an expedient manner to the unit/division administrator. The unit/division administrator will contact the mobile drug testing service upon your return to your site. The mobile drug testing service will arrive within an hour. You must submit a report of the accident to your site/division administrator using the District Vehicle Accident Report form.

It is also the responsibility of the driver of any vehicle involved in a collision to; complete any other forms and pay any fines associated with the accident.

E. Phone Numbers

EMERGENCIES: 911 (24 Hour Police, Fire, Medical)

BRYAN HENDERSON
Director of Transportation
(W) (602) 764-1612
(C) (602) 481-4021

ANTHONY NEGRETE - Lead Auto Mechanic
(W) (602) 764-1639
(C) (602) 686-0905

MARK CACERES - Auto Mechanic
(W) (602) 764-1639
(C) (602) 575-7090

NATE KEAN - Auto Mechanic
(W) (602) 764-1639
(C) (623) 329-7968

BOLT SECURITY GUARD SERVICES
Mon. – Fri. 10:30 p.m. – 6:30 a.m.
Weekends, Holidays – 24 HR. Coverage
(W) (480) 860-5470
(C) (602) 723-1764

BARNETT’S TOWING
(602) 254-2042

SHAMROCK TOWING
(602) 257-1665

District-Owned Vehicles Information, Policies and Procedures.

Phoenix Union High School District #210

2018/19 School Year
A. General

1. District vehicles are provided for use by district employees and ARE TO BE USED FOR OFFICIAL BUSINESS ONLY. All persons operating a district vehicle are personally responsible for compliance with transportation and traffic laws. Fines, parking tickets and incidental costs resulting from traffic violations must be paid by the responsible driver.

2. Registration and insurance document MUST be kept in the tan District labeled bank in the glove compartment or door storage bin.

3. Granting permission for students to drive and the personal use of vehicles is strictly prohibited.

4. The driver of any district vehicle must have a valid Arizona operator’s license in his/her possession and be approved by Transportation Department to drive a District Vehicle.

5. Smoking in district vehicles is prohibited. (Board Policy)

6. The driver of any District vehicle is responsible for the general tidiness of the vehicle. Consuming food or drink in district vehicles is discouraged. However, if such consumption is deemed necessary, it is appropriate to ask students and other passengers to remove food wrappers, pop cans, paper cups, etc., from the vehicle after use.

7. At no time shall the number of passengers in a vehicle exceed the seating capacity for that vehicle.

8. All persons who are traveling in a District vehicle shall wear seat belts.

9. The District has fuel pumps located at the District Support Facility. **There shall be no passengers in the vehicles when fueling.** In the interest of economy, please fill your vehicle at DSF before going on a trip. If you cannot use the District pumps, self-serve pumps should be used to fuel vehicles when practical.

10. All District vehicles should have DSF preventative maintenance work done every 3,000 miles or 6 months, whichever comes first. If a District vehicle is being taken on a trip of more than 75 miles from the school, please have the vehicle checked out prior to leaving on the trip. One week before the trip, call the DSF Auto Shop to make arrangements to have the vehicle checked out. Call (602) 764-1639 and set up an appointment, complete a work order, and the vehicle will be checked out so that you may have a safe trip. A District maintenance sticker is placed in the upper left hand corner of the windshield. This lets the person who is responsible for the vehicle know when to have the vehicle serviced again. A pre-trip inspection should be done daily, that includes the following:
   a. oil level
   b. transmission fluid level
   c. brake fluid
   d. radiator water
   e. tire pressure (including spare)

A District vehicle shall not be operated with active warning lights, cracked or broken windows, or other conditions which compromise safety.

B. Breakdowns

1. In the event of a mechanical breakdown in the Phoenix area during the school day, please call the Transportation Dispatcher for assistance at (602) 764-1628 or (602) 764-1639.

2. If an out of town vehicle breakdown should occur, your personal credit card, check, or cash may be used at your option. Repair bills should be submitted to the Director of Transportation, for reimbursement. Alternatively, you should call one of the phone numbers in Paragraph E for further information and assistance.

C. Citations

1. If you receive a citation in a District vehicle, you must supply a copy of the citation to your unit/division administrator. As the driver you are responsible to fulfill any requirements of the citation.