



## Guidelines for Pulling District-Owned Livestock Trailer with a Privately-Owned Vehicle

1. Any person requesting to pull a district-owned trailer must be at least 25 years of age and the parent/guardian of the student livestock exhibitor.
2. The requestor must submit a copy of their insurance declaration page, a copy of their driver's license, and the attached Employee Driver Acknowledgement form (used to run your MVR) for review and approval.
3. Those with an unsatisfactory or questionable driving record or no proof of liability insurance will not be allowed to pull a trailer.
4. The vehicle used to pull the FFA stock trailer must be properly equipped, at no expense to the district, to pull the trailer. The vehicle must be at least a half-ton pick-up with adequate towing capabilities including lights and brakes. All TxDOT rules for hauling a trailer must be met.
5. Changes are not to be made in the vehicle pulling the trailer or the driver who was approved without the consent of the district. Individuals applying for the use of the trailer will sign a statement indicating he/she will be fully responsible for any damage to the trailer and/or for any and all resulting liability.

**Use of Trailers and Cages:** Use of livestock trailers and livestock transport cages may ***only*** be granted to parents/guardians after completing the Trailer Use Request Forms. Parents/guardians will have to complete forms and be approved before they can reserve and use the equipment.

*Approved uses may be for assisting staff to transport livestock to designated shows or veterinary appointments. Livestock trailers and cages are not for personal use and all events require prior approval.*



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## Trailer Request Procedures

1. Prior to reserving a trailer you must receive clearance through the district. Please complete the **Employee Driver Acknowledgement form** (used to run your MVR), attach a copy of your insurance declaration page, and a copy of your driver's license, and submit to:

Round Rock ISD  
c/o Career & Technical Education  
1311 Round Rock Avenue  
Round Rock, TX 78681

2. The CTE office will submit your information for clearance, this process could take up to 4 weeks so please plan accordingly.
3. Upon notification of an acceptable driving record and insurance verification, you will receive an email informing you of your clearance (or denial).
4. With clearance, you may request the use of a trailer.
5. Complete the **Trailer and Transport Cage Request Form** and return to the Ag Office. The form can be obtained from a district AST.
6. The AST will assign you a trailer/cage and arrange a time for you to pick up the trailer/cage. If the trailer/cage is not available on the date requested the AST will notify you by phone or email.
7. At time of checkout you will be asked to complete the **Vehicle Owner/Driver Waiver of Liability and Checkout Form**, as well as an inspection completed by the AST with you present. Any flaws or areas of concern should be documented at this inspection. You will be held responsible for any damages not noted.
8. Upon completion of inspection, you may use the trailer/cage.
9. The trailer/cage should be returned in a timely manner and in clean condition.



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Form Updated 7/ 2019

## Employee Driver Acknowledgement

I have read the information below and understand that my job may be contingent upon having a valid driver's license and maintaining an acceptable driving record according to the standards developed by the Texas Department of Public Safety (DPS) and the district's insurance company. Failure to maintain an acceptable driving record can result in termination. I authorize the district to perform an annual Motor Vehicle Report (MVR) to monitor my driving record.

Only employees who are at least 21 years old with a current approved MVR are permitted to operate district owned or rented vehicles. An MVR that contains a conviction for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or Administrative License Revocation (ALR) in the preceding ten-year period, *regardless* of conviction, prohibits an employee from operating a district owned vehicle or leasing a vehicle in the district's name.

An ALR is given when someone has been arrested for DWI and: 1) refused to take a blood/breath test for a DWI; or 2) when they take a blood/breath test, it is in excess of the legal limit.

A standard unacceptable MVR is:

- Drivers with **less** than 5 years of driving experience. If an employee has just moved to Texas, then the employee will need to provide an MVR from previous state of residence to Risk Management office for review.
- More than three (3) accidents and/or moving violations in three (3) years.
- More than two (2) accidents and/or moving violations in any one (1) year.
- Ten (10) or more assessed points.
- A major conviction defined as: Driving While Intoxicated, Driving Under the Influence, Administrative License Revocation, Leaving the Scene of the Accident, Homicide or Assault by Motor Vehicle.

The **employee** is *responsible for notifying* his/her supervisor immediately if their driver's license has been suspended for any reason or if their driving record becomes unacceptable. **Under no circumstances** can an employee drive a district vehicle with a suspended license.

The **employee** is *responsible for notifying* their supervisor immediately of all traffic accidents and/or moving violations while operating a personal or district owned vehicle. The district will run an MVR on each driver annually.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name Printed \_\_\_\_\_ Employee ID \_\_\_\_\_ N/A \_\_\_\_\_

Campus/Department \_\_\_\_\_

This completed form along with a copy of a current Texas Driver's License must be submitted to the Risk Management Office in order for the MVR to be processed.



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**Trailer and Transport Cage Request Form**

Date Request Made \_\_\_\_\_ Time \_\_\_\_\_

This form may be completed up to one month in advance of requested trailer use date and turned in to the AST. The trailer and cages are issued on a first come first serve bases. If you are approved, your name will be posted on the check out calendar at the Ag Office. If your approval is denied, you will be notified by the AST.

Trailer use is for assisting staff to transport livestock to designated shows or veterinary appointments.

Requester's Name \_\_\_\_\_

Ag Student's Name \_\_\_\_\_

Date to be used \_\_\_\_\_

Event name/Location \_\_\_\_\_

**Check Out** To be completed at check out.

Trailer or Cage Used \_\_\_\_\_

Person Receiving Trailer \_\_\_\_\_

Inspection completed by: \_\_\_\_\_

Comments \_\_\_\_\_

**Cancellation: Please do as soon as you know so others may possibly use the trailer.**

I no longer need the trailer for \_\_\_\_\_. Please remove my name and give to the next person on the list.

\_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature



## Vehicle Owner/Driver Waiver of Liability And Checkout Form

### PERSONAL VEHICLE INFORMATION

Name of Vehicle Owner/Driver \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

### DISTRICT TRAILER/TRANSPORT CAGE INFORMATION

Date(s) of Use \_\_\_\_\_

Destination and Purpose of Use \_\_\_\_\_

Description of Trailer/Transport Cage \_\_\_\_\_

Inspection of Trailer/Transport Cage \_\_\_\_\_

\_\_\_\_\_  
Note any current concerns before the trailer was removed

### VEHICLE OWNER/DRIVER WAIVER OF LIABILITY AND RESPONSIBILITY

I recognize and acknowledge that I am voluntarily driving my privately owned vehicle and utilizing a Round Rock ISD owned trailer/transport cage for the purpose of providing transportation for myself, my property and/or my student to an event/activity. I agree to absolve, exonerate and hold harmless the Round Rock ISD and/or its institutions and employees from liability for any risks associated with this travel. These risks include, but are not limited to, all liability associated with the operation of a motor vehicle, pulling a trailer, hauling a transport cage, any and all injuries, and any and all property damage. I understand that the driver is not an agent of the school district and is not authorized or required by the district to provide transportation. I hereby certify that the vehicle which I voluntarily provide is properly licensed and that the required level of automobile insurance is in place. I hereby certify that I am a licensed driver and agree to obey all traffic laws and to drive directly to and from the event/activity. I agree to cover any damages to district owned trailer/transport cage while in my care and possession.

YES     NO    My Driving Record and Insurance have been approved by the district

Name of Vehicle Driver/Owner \_\_\_\_\_

Signature of Vehicle Driver/Owner \_\_\_\_\_ Date \_\_\_\_\_

District Use Only  
AST Accepting this Form \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Notes on Condition When Returned \_\_\_\_\_

In Texas, school districts enjoy immunity as outlined by the Texas Tort Claims Act. For automobile coverage, there is a cap on damages of \$100,000 per person and \$300,000 per accident whenever a school vehicle and driver are involved in an at-fault accident. In many instances, limits higher than the tort damage cap are acquired for out-of-state travel and peace of mind. The automobile coverage obtained through PCAT provides protection whenever vehicles are used by any employee as well as any permissive driver, including volunteers.

The driving of any auto by a school employee protects this immunity for both the district and the employee. However, whenever a school vehicle is driven by a permissive user such as a volunteer, the district maintains immunity but the volunteer does not. Coverage under the school's insurance policy remains intact with full limits available in the case of a loss, but the loss will increase the loss ratio for the school and can affect future contributions with PCAT or any insurance carrier.

If a school is compelled to use non-employees to drive any of the school units, there are a few important things to consider:

1. There are special license requirements in Texas for school bus drivers (see Transportation Code 521.022). If a volunteer is stopped and a ticket, fine, or revocation of license occurs because they do not have the proper license, this exposure is not covered by PCAT. There is also the possibility that the unit (and its passengers) will not be allowed to continue until an approved driver is on site.
2. The driving of a school bus is not as stable as a large tractor/trailer unit which has independent wheel bases.
3. All volunteer drivers should have both a criminal background check as well as a driving record check performed prior to being allowed to drive.
4. When a volunteer uses their personal vehicle to pull a school-owned trailer, all coverage under PCAT will be excess over the personal auto coverage of the volunteer. This particular provision also applies to school employees who pull a school-owned trailer.

Please refer to the PCAT Coverage forms for a complete explanation of all coverage, exclusions, conditions and terms.