

Vehicle Operation

7.22
(11-17-04)

The following regulations on vehicle operation are taken from the Texas Department of Criminal Justice Employee's Manual of Rules and Regulations. These regulations apply to all Windham personnel using Windham vehicles and/or T.D.C.J. vehicles.

Use of Vehicular Equipment

7.22-1

Employees must exercise extreme caution in operating Department vehicles and obey fully all laws and ordinances. Speed laws must be observed.

All employees driving state-owned vehicles must have valid Texas Operator's Licenses. Employees operating trucks must have valid Texas CDL Class A or B and those operating buses must have valid Texas CDL Class A or B.

In event of an accident involving damage to state-owned or other vehicles, employees should not move the vehicle until an investigation has been made by the appropriate law-enforcement agency. Employees should secure the name and address of the driver of the other vehicle, make and license number of the vehicle, information concerning insurance held by the other driver, and all available information such as names and addresses of witnesses, etc. All accidents must be reported immediately. Notify your supervisor who will investigate and complete the proper forms. Operators of vehicles requiring CDL license must follow DOT regulations and follow procedures set forth in TDCJ Executive Directive PD-37.

Employees must make certain that vehicles assigned to or operated by them are in good mechanical condition at all times. Any defect should be reported immediately to the proper officials so that necessary repairs can be made. Vehicles must be kept clean, and greased, and have the oil changed in accordance with the manufacturer's warranty provisions.

Employees assigned vehicles on a permanent basis must maintain a record of daily use of the vehicle showing beginning and ending mileage. Employees using vehicles assigned to others must maintain a record of the mileage covered by their use. These mileage reports are to be submitted monthly.

Employees authorized to drive any emergency vehicle of the Department must be familiar with the rules and regulations regarding the operation of such vehicles and must adhere to all laws regarding same.

Under no circumstances may state-owned vehicles be employed for personal use or for use in connection with a political campaign.