

Plainview ISD Operations Division - Custodial

402 N. Date

Plainview, Texas 79072

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David Lopez

Operations Plant Foreman



Plainview ISD Vehicle Use Policy

1. Driver must be an approved driver/Plainview ISD employee. If drivers switch, other driver must be approved and the Service Center must be notified of driver change.
2. Scheduling of vehicles must be thru the Service Center and cancelations must be given one week in advance. This includes trailers.
3. Drivers must stay on main highways
4. Driving Plainview ISD vehicles is a privilege not an expectations; available vehicles will be scheduled not requested. District vehicle use can be denied.
5. Vehicles must be returned full of fuel, clean from trash, log book filled out, turn in keys and fuel receipts, and report any damages to the vehicle as soon as possible (806-293-6070). Fuel receipts must contain the following information: Name of activity, name of driver, and vehicle number.
6. Vehicles will be returned to the Service Center. Keys and fuel cards can be dropped in a key box on the front door of the Service Center and the vehicle can be locked
7. District vehicles are for student/Plainview ISD staff transport. Other passengers must be approved through the Service Center.
8. A list of students/passengers as well as driver must be provided in case of emergencies.