

**Department of Safe and Secure Schools**

The duties of the Director of Safe and Secure Schools shall include, but are not limited to, the following:

1. Developing an effective comprehensive safety program.
2. Providing staff assistance in achieving compliance with the Texas Hazard Communication Act. [See policy (DI)]

**Safety Officer**

The Director of Safe and Secure Schools shall be the safety officer and coordinate the District's safety management program. The safety officer shall have the responsibility and authority to identify and eliminate hazards that may jeopardize the safety and health of students, employees, visitors, and others having business with the District.

**School Safety and Security Committee**

The Superintendent or designee shall appoint a School Safety and Security Committee (SSSC). The Director of Safe and Secure Schools shall chair the committee.

**Committee Responsibilities and Duties**

The purpose of the committee is to minimize accidental loss in the District as well as the direct and indirect costs associated with accidental loss.

Committee responsibilities shall be to:

1. Formulate District-wide safety goals and procedures for all departments and campuses.
2. Provide input and recommendations to prevent injuries in the District.
3. Serve as an advocate for safety awareness by developing and promoting the safety activities of the District.
4. Review appropriate data to accomplish the committee's responsibilities.
5. Establish and review safety related objectives and goals of the committee.

**Meetings**

Committee members will meet in accordance with the schedule developed by the chair.

**Annual Review**

The objectives, scope, and organization of the SSSC shall be evaluated annually and revised as necessary by the Director of Safe and Secure Schools.

**Bus Operations Training**

Prior to the beginning of school, all bus operators shall be required to participate in an established bus operator safety program provided by the District. Throughout the school year, bus operators

shall participate in a continuing program of safety education derived from guidelines developed by recognized authorities in the field of bus safety.

**Daily Check by Drivers**

The driver shall make a vehicle inspection before and/or after each trip. These checks usually cover steering, brakes, engine noise, lights, and general handling of the vehicle. A log on each vehicle shall be kept for maintenance purposes.

**Vehicle Maintenance**

Each time the vehicle is brought in for routine maintenance, such as an oil change, the vehicle shall be lubricated and inspected by a mechanic.

The maintenance system shall include the following:

1. Daily inspection and service by the driver regarding items such as, lights, brakes, etc.
2. The service included at the time of lubrication and inspection, such as adjustments, tests, etc.
3. More comprehensive tests, adjustments, repairs, and replacements.
4. Extensive repairs such as replacement of piston rings, engine bearings, body repair and painting, etc.

The maintenance schedule shall depend on the type of vehicle and the manufactures recommended service schedules, as well as the vehicle's frequency of use.