

Facilities, Operations and Transportation – Staff Dress Code

The Colorado Springs School District 11 (the District) Staff Dress Code policy, GBEB, allows for deviations from the standard dress code under certain circumstances. Because of the unique work requirements associated with the Facilities, Operations and Transportation (FOT) functions, the following alternative dress code is applicable for FOT employees.

The Goals of the FOT Dress Code are:

- Support the goals of the District staff dress code, GBEB.
- Promote safe working conditions.
- Aid in rapid identification of FOT personnel that visit schools.
- Project a professional image and promote an “Esprit De Corps” for FOT personnel.

1. **Facilities Maintenance Shops, Transportation Maintenance Shops, Warehouse Personnel** will normally be in an approved uniform to facilitate quick identification as well as enabling them to do their job safely, effectively and efficiently.

a. **General Requirements:**

- i. Clothing shall be safe, clean, in good repair and provide a reasonable level of modesty.
- ii. Clothing shall provide the level of environmental protection appropriate to the weather.
- iii. Clothing shall not bear any lettering, graphics, or logos other than the name or logo of the department and/or the District.
- iv. Unless otherwise exempted, employees shall wear the uniform shirts provided by the department. Shirts must be buttoned up to just below the collar. Supervisors shall evaluate work tasks and will mandate that shirts will be tucked into pants to alleviate specific workplace hazards.
- v. If/when the clothing vendor or laundry service fails to perform in a timely manner, then employees shall wear clothing which complies with the District and department dress codes, and which provides a similar level of safety and appropriateness.
- vi. Clothing, hats, jewelry, accessories or body adornments with visible inappropriate or double meaning words, vendor logos, phrases or images are not acceptable.
- vii. Employees shall wear heavy leather, work boots with adequate sole and heel and good ankle support. Soft canvas or “tennis shoe” type shoes shall not be worn at work.

For personal safety reasons, District identification badges do not need to be worn or openly displayed, but must be carried and available to present if asked.

b. **Custodial Operations staff** shall follow the same dress guidelines as the shops and warehouse personnel above, but must wear their District identification badges. School custodial staff may wear school shirts in accordance with their principal’s or supervisor’s approval.

c. **Facilities Maintenance Shops Dress Requirements During the School Year --** The Facilities Department provides its shops personnel with shirts, hats, coats and foul

weather gear at no cost to the employee. It also provides free laundering services for the shirts.

- i. Employees shall wear long utility type trousers. Denim jeans are suitable.
 - ii. Employees may wear polo type shirts in lieu of the standard uniform shirts. Polo shirts are available through the department uniform provider, or may be purchased and owned by the employee. Purchased and owned shirts must be of a design approved by the department, and must bear the District logo. If the shirt does not have the employee's name on it, the employee must wear his or her District identification badge.
 - iii. If an employee chooses to wear a hat, then it may be a hat provided by the department. In certain working environments construction type hard hats shall be worn. Employees shall only wear hard hats provided by the department.
 - iv. Employees may wear bib overalls or coveralls, however if the shop name and employee's name is not visible, then the District identification badge must be worn and openly displayed unless deemed a safety risk during a specific task.
- d. **Facilities Maintenance Shops Summer Dress Requirements** -- During the summer break period, non-supervisory maintenance shop employees may wear plain white T-shirts or District provided grey Facilities t-shirts in lieu of the uniform shirts provided by the department.
- e. **Facilities Maintenance Short-Term Temporary or Seasonal Employees** – These employees typically are not issued the standard uniform shirts. However, the department may provide hats.
- i. If an employee chooses to wear a hat, the hat will not have any visible inappropriate or double meaning words, phrases images, or vendor logos.
 - ii. The department does not normally provide any other clothing items.
 - iii. Employees are required to wear clothing, which complies with this dress code.
2. **Transportation Bus Drivers and Attendants** – The school bus is in effect the first and last classroom of the day for transported students. Consequently, the bus drivers and attendants represent an extension of the school. In addition to direct daily contact with students, they often interact with school staff, parents and the public. As such, they must be especially conscious of the image they project.
- a. Men: Appropriate attire is normally long trousers and shirts with sleeves (long or short).
 - b. Women: Appropriate dress may be trousers, skirts, dresses, culottes and suitable shirts or blouses.
 - c. Blue jeans and T-shirts are acceptable, but “tank-tops” are not acceptable. Shirts will not contain visible inappropriate or double meaning words, phrases, images or vendor logos.
 - d. Walking shorts are authorized for both male and female bus drivers and attendants. Jogging shorts/running shorts/“cut-off” shorts (or any shorts or other similar articles of clothing shorter than mid-thigh) are not acceptable.
 - e. Appropriate dress must be reasonably modest including proper undergarments.
 - f. Shoes must have non-skid soles and must be secured at the heel and toe. Heels shall not be over two (2) inches high.

g. The District identification badge shall be worn and openly displayed at all times when on duty.

3. **Executive-Professional and Office ESP staff** will normally follow the District staff dress code defined in policy GBEB.

The following amplifying information applies:

- a. When the work environment is such that dress clothes could be easily damaged or would represent a safety hazard, the employees should adjust their attire according to the situation. For example, when an employee expects to be physically inspecting or working on facilities, work clothes such as blue jeans and casual shirts would be appropriate. When this is the typical or predominant work environment, then appropriate work attire may be the norm. If it is only occasional, then the attire should be as otherwise defined here or in policy GBEB.
 - b. When formally representing the District in an official capacity in the presence of other business or governmental entities, and especially when doing official presentations, dress clothing is appropriate. For men this would typically include: dress shirt, tie, sport jacket or suit. Women would dress in suitable business attire. Small working-group meetings are an exception.
 - c. Typical daily dress may be “business casual” which includes trousers and open-collar, polo-style and knit shirts. Shirts will not contain visible inappropriate or double meaning words, phrases, images or vendor logos.
 - d. Shorts and T-shirts are not normally acceptable work attire unless required by the work environment (see 3.a. above).
 - e. District identification badges must be openly displayed when on District property.
4. Alterations to these guidelines may be considered on a case-by-case basis when a doctor has prescribed differing clothing or when, in the opinion of the supervisor, conditions warrant modifications.

CROSS REFS.: GBEB, Staff Dress, Accessories, and Grooming
GBM, Staff Identification Cards