



District School Board of Pasco County

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August 5, 2010

To: All Principals and Directors

From: Tad Kledzik, Supervisor of Transportation Maintenance
Chairman of Safe Driver Plan II

Re: Authorization to Operate School Board Owned or Rented Vehicles
Employee Enrollment Packet for Safe Driver Plan II

The School Board believes having a plan that assures we do not hire or allow any person to operate a School Board owned, or vehicle rented for School Board business, which does not have an acceptable driving record, can reduce the potential for injuries and lawsuits. Those vehicles identified as School Board owned or rented is intended to include all vehicles that require registration with the Florida Department of Transportation, Division of Motor Vehicle Records.

The Safe Driver Plan II Committee has been given the responsibility of implementing a plan to carry out the Board's direction to assure the safe operation of School Board owned and rented vehicles. Therefore, employees, other than school bus drivers, are only authorized to operate School Board owned, or rented vehicles when they are approved as a member of Safe Driver Plan II.

Safe Driver Plan II members consist of School Board employees who have been recommended by their supervisor to be members of the plan due to the need for them to operate a School Board vehicle, or rented vehicle, to accomplish their job responsibilities. Their need could be on an occasional or daily need basis (note: Minivans are to be used on an occasional basis to transport students only). Each employee's Florida Motor Vehicle Driver License Record is reviewed before authorization is given to operate a School Board owned or rented vehicle. When approved, the record is reviewed again at least once each year the employee is a member of the plan.

Employees are required to report all driver license suspensions and/or revocations to their supervisor and to the Chairman of the Safe Driver Plan II Committee. If an employee has received, or receives a DUI, or related conviction, that employee may not operate a School Board vehicle, or rented vehicle, to transport students for seven years. If an employee has received citations assigning five points within the last year, or ten points within the last five years, they will not be authorized to operate a School Board owned or rented vehicle.

Employee Enrollment Packet for Safe Driver Plan II

The information in this packet will help the employee understand the rules and procedures the Committee has established with the Board to ensure that each of the plan members has a complete grasp of its content. The employee is required as a plan member and as an operator of a School Board owned or rented vehicle, to read this material thoroughly before signing on as a member of the plan.

Along with the Plan itself, this packet contains the following:

- Safe operation practices
- Minivan procedures
- Vehicle accident/incident worksheet, (with the vehicle accident code sheet on back)

The safe operation of School Board owned and rented vehicles is an integral part of our daily job performance. It is each employee's responsibility to use safe driving practices in the operation and care of their assigned vehicle at all times. It is also their responsibility to ensure that they carry the proper license to operate the vehicle and that the vehicle is appropriate for the task at hand. If the employee has questions regarding the appropriate license or the appropriate equipment for the task, they are required to inform their supervisor.

CC: Gary Sawyer, Director of Transportation
Kendra Goodman, Purchasing Agent