

THE DISTRICT SCHOOL BOARD OF PASCO COUNTY SAFE DRIVER PLAN II

INTRODUCTION: The School Board believes the potential for injuries and lawsuits can be reduced by having a plan that assures we do not hire or allow any person to operate a School Board owned vehicle who does not have an acceptable driving record. Persons who have poor driving records will not be permitted to drive a School Board owned vehicle.

PLAN: In order to qualify for and remain employed by the District School Board of Pasco County, every member must establish and maintain an overall driving record which exemplifies careful driving habits and meets the criteria prescribed by this plan. The Assistant Superintendent for Support Services, or his/her designee is responsible for the monitoring of the driving records of all plan members. All members will be required to report the following to the office of the Chairperson of the Safe Driver Plan II committee:

1. All citations they receive and all accidents in which they are involved as the operator of a School Board owned vehicle.
2. All evidence of damage to School Board owned assigned vehicle.

DEFINITION: An accident is defined as an unforeseen and/or unplanned event or circumstance. It usually produces unintended property damage, injury, or death.

APPLICABILITY: This plan applies to all School Board employees who operate School Board owned vehicles.

EFFECTIVE DATE: This plan supersedes all preceding plans and is effective immediately.

APPLICATION: All members/applicants shall have their records reviewed annually. If their records do not demonstrate safe driving they will not be permitted to operate School Board owned vehicles. Members may not transport students if they have the equivalent of more than five points in the last year, or ten points in the last five years, or have been convicted of DWI, DUI or DUBAL within the last seven years. If a member is terminated due to excessive points, they may be considered for employment in a non-driving position.

REPORTING: It is the responsibility of all employees included in this plan to report to their supervisor or office, immediately, before leaving the scene of any accident in which they are involved as the operator of a School Board owned vehicle.

It is the responsibility of all employees included in this plan to immediately report, the suspension or revocation of their driver's license.

No member shall be allowed to operate a vehicle belonging to the School Board without proper license or when such a license is under suspension or revocation.

Failure to report as required above or making a false or misleading report, may be grounds for termination of employment.

The committee will normally table an item and not assign points while either relevant court action is pending or pertinent information is being sought. When an item is tabled, any subsequent points assigned will be effective the date of the violation.

ADMINISTRATION: This plan will be administered by the Safe Driver Plan II Committee which consists of the following individuals:

A.S.S.S or his/her designee, Chairperson
Supervisor of Transportation Maintenance, Member
Supervisor of Drivers Education, Member
Safety Manager, Member
Risk Manager, Member

Elected Members:
(1) Transportation, other than bus drivers
(1) IS, DIMC, MS, DS, SFS
(2) Maintenance

Members of the committee listed by title are members ex officio. Other members shall be selected by members of their designated group to a four (4) year term.

Each employee shall be given an opportunity to read this plan and have all of their questions answered. Each employee shall sign a form indicating that they have read this plan.

THE POINT SYSTEM:

Violation Categories

Maximum Points

The driving record of all School Board employees required to hold a MEDICAL EXAMINER'S CERTIFICATE (school bus drivers) will be reviewed in accordance with Florida State Board of Education Rule Number 6A-3.0141. Points may be assigned as violations occur. A driver involved in a single accident or event but cited for more than one violation will receive points only in the category receiving the highest number of points.

Any violation may be reviewed by the Committee at any time. An accrual of points as shown below will result in the Committee recommending administrative action according to the following:

Points Accrued	Time Period	Action Recommended
1-4	12 month	Documented Warning
5-6	12 month	1 day suspension without pay
7-9	12 month	3 day suspension without pay
10-14	12 month	Termination of employment as a driver
15-19	24 month	Termination of employment as a driver
20 or more	36 month	Termination of Employment as a Driver

An employee has the right to appeal assessment of points and/or administrative action relating thereto by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be by letter to of notice of committee action and will state the employee's objection in detail. Further appeal will be entertained at Step 3, as according to Article VI, Grievance Procedure, Section C of the SRP Master Contract, or applicable School Board Policy.

1. At fault accident due to _____.	2
2. Conviction of driving while impaired (DWI), driving under the influence (DUI), or driving with unlawful blood alcohol level (DUBAL) shall result in a recommendation for termination as an operator of a School Board owned vehicle.	10
3. Speeding (1 point per 5 mph over-private vehicle) (2 points per 5 mph over-School Board owned vehicle)	10
4. Revised-see # 3	
5. Careless driving.	4
6. Reckless driving.	4
7. Failure to observe stop sign.	4
8. Failure to observe red light.	4
9. Failure to observe traffic control device and/or traffic instruction sign.	4
10. Operating without a valid driver's license or improper, revoked, suspended, etc. license.	10
11. Improper lane change.	4
12. Failure to have vehicle under control.	4
13. Crossing private property to avoid traffic light or stop sign.	2
14. Driving on the wrong side of the road.	2
15. Improper turn.	2
16. Failure to yield-entering through highway.	4
17. Failure to yield-right of way.	4
18. Improper backing.	2
19. Following to close.	2
20. Improper passing.	4
21. Knowingly leaving the scene of an accident.	10
22. Failure to report within the next working day any written citation you receive as the driver of a School Board owned motor vehicle.	10
23. Failure to immediately report any known accident in which you are involved or any written citation you receive as the driver of a School Board owned vehicle.	10
24. Failure to stop at railroad crossing (when you are required to do so).	5
25. Fleeing or attempting to elude police officer (if a driver is driving other than a School Board owned vehicle -5 points).	10
26. Failure to observe any other established driving law or regulation; points to be established 0-10 by the committee using the above schedule as a guide to determine the number of points according to similar severity.	
27. Not at fault.	0
28. Unable to determine.	0
29. Any action or accident that: Shows evidence of driver gross neglect, or results in multiple, serious or fatal injuries, or causes extensive damage to vehicles or property or demonstrates unsafe driving practices, may be charged in this category if 75% of the committee members present vote to consider it such. Points to be established 0-10 by the Committee using the above schedule as a guide to determine the number of points according to similar severity.	
30. Failure to stop for school bus.	5
31. Failure to secure vehicle or load.	10
32. Failure to report suspension or revocation of drivers License within the next working day.	10
33. Accident in/at a student loading/unloading area.	10

SAFE OPERATION PRACTICES

As the driver of a School Board owned vehicle it is important that you operate and care for your assigned vehicle in a safe and responsible fashion. This list of safe operating practices should be followed to ensure everyone's safety.

1. Pre-trip your vehicle. Follow the pre-trip form to verify the condition of your vehicle the first time you use it for the week. This will allow you to find defects before you get out onto the road.
2. Do not use a vehicle that fails the pre-trip due to a safety defect.
3. Be sure the vehicle is appropriately sized and equipped for the task at hand. This includes both the physical size (length, height, width) and the weight of the load. Oversized or overweight loads may require special arrangements.
4. Secure the load properly. This may include the use of tie-downs, chains and binders, or straps, as appropriate for the load.
5. Be sure to close the tailgate or overhead door before moving the vehicle.
6. In the daytime, loads that stick out more than 48 inches must have a red flag of at least 12 inches square displayed.
7. Stow lift gates completely before moving the vehicle.
8. Latch both sides of lift gates.
9. All handtrucks mounted on the exterior of vehicles should be locked in place.
10. When towing trailers or other equipment, make sure that the hitch is adequate, that the lights are operable, and that safety chains are used.
11. If the vehicle becomes "stuck" in either sand or mud do not try to extract it yourself. Contact the nearest Transportation Office for assistance.
12. In the event you or your vehicle are involved in an accident be sure to follow the Board's reporting procedure.
13. Evaluate clearance and maneuverability prior to driving into an area.
14. Always practice defensive driving techniques.
15. Keep the driver's area free of loose items that may cause injury in the event of sudden maneuver or accident.
16. Always wear your seatbelt and shoulder harness.

In order to transport students in the mini vans, we need the following paperwork filled out and returned by courier to Transportation Operations at the West Bus Garage. Be advised that each mini van holds a total of 7 passengers, this includes the driver, please note #16 on the procedures page for children under 12 years of age.

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

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

The safe operation of School Board owned vehicles is an integral part of our daily job performance. Whether driving a School Board owned vehicle is an essential part of your job description, or driving for your position is simply to transport you and your tools and supplies to and from the job site, it is your responsibility to use safe driving practices in the operation and care of your assigned vehicle at all times. It is also your responsibility to ensure that you carry the proper license to operate the vehicle and that the vehicle is appropriate for the task at hand. If you have questions regarding the appropriate license or the appropriate equipment for the task, you are required to inform your supervisor. You may also wish to speak to your work site Safe Driver Plan committee representative.

I hereby acknowledge receipt of a copy of the Safe Driver Plan II established by the District School Board of Pasco in regard to accidents, driving violations, and district regulations.

I have read the Safe Driver Plan II, any questions that I have about it have been answered, and I understand the contents of the Plan.

Date: _____ **Signature:** _____

Department/School: _____ **Pasco Co. School Board Employee:** Yes or No

Florida Driver's License Number: _____

Print your name as it appears on your driver license: _____

Expiration Date: _____ **DOB:** _____

Signature of Administrator recommending above employee to be a member of the SDPII, authorizing use of School Board vehicle and/or rented vehicle, as needed to fulfill their duties within their job description.

Administrator's Signature

Printed Name

*** Please provide a copy of your FL Driver's License ***

PROCEDURES FOR THE USE OF MINI VANS

1. The driver must be a **School Board employee, have a minimum of (5) years driving experience, possess a valid Florida driver's license**, and complete sign out papers when picking up vehicle.
2. The employee reserving, picking up, driving, and returning the van must be the same person that signed the van out.
3. All drivers must have read and signed a Safe Driver Plan II form prior to driving the van.
4. Request for the use of a van must be submitted to the Transportation Department (10) days prior to the date of use.
5. A review of the driver's FLDMV must be completed before the driver is permitted to drive the van. The driver's FLDMV must demonstrate safe driving habits. The driver's FLDMV will be reviewed at least once per year while a member of the plan.
6. No employee who has had a DWI, DUI or DUBAL charge within the past seven years may transport students.
7. A pre-trip and post-trip inspection of the van must be completed prior and after each use. The completed form must be turned in to the Transportation Office.
8. The van may only be used to transport Pasco County students and approved chaperones. They are not intended to be used in lieu of mileage reimbursement.
9. Vehicles will be reserved on a first come basis.
10. No food or drink is permitted in the van at any time. The user is responsible for removing any trash and belongings from the van. The interior of the van needs to be reasonably clean when returned to the compound (grass, dirt from shoes etc., is acceptable) any additional interior cleaning that is needed will be cleaned at the user's expense.
11. Any damage to the vehicle must be reported to the Transportation Department immediately. Penalties for non-report of damage to the van are generally harsher than those for most accidents.
12. Smoking is not permitted in the vans at any time.
13. Vans may not be driven out of the State of Florida.
14. The rental rate will be .50 cents per mile with the first tank of fuel at no charge. If it is necessary to add fuel, the using school or department will be responsible for purchasing it.
15. All vans will be picked up and returned to the appropriate compound.
16. The number of passengers is limited to the number of seating safety devices. Children 12 years of age and younger may not sit in the front seats. The driver and all passengers will wear a seat belt at all times and shoulder harness if provided.

I certify that I am a School Board employee, possess a valid Florida driver's license and have read the above procedures and understand them.

Signed: _____

Date: _____

Print Name: _____

WORKSHEET – VEHICLE ACCIDENT/INCIDENT

Complete immediately and bring to Supervisor
to prepare Vehicle Accident/Incident Report

P H O L L I D E R Y R	DISTRICT SCHOOL BOARD OF PASCO COUNTY 7227 LAND O' LAKES BOULEVARD LAND O' LAKES, FLORIDA 34638	I C N S U R I A N C E	PGCS CLAIMES SERVICE P O BOX 958456 LAKE MARY, FL 32795-8456
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NAME OF SCHOOL OR DEPARTMENT:	ADDRESS:	PHONE NO.:
NAME OF DRIVER:	AGE:	ADDRESS:
DRIVER LICENSE NUMBER:	PHONE NUMBER:	MAKE OF VEHICLE:
PURPOSE FOR WHICH VEHICLE BEING USED:		NUMBER OF PASSENGERS ON BOARD:
YEAR:	MODEL:	VEHICLE #:

DATE OF ACCIDENT:	HOUR:	LOCATION:	STREET:	CITY/STATE:
DESCRIBE IN YOUR OWN WORDS HOW THE ACCIDENT OCCURRED – EXTENT OF DAMAGE:			ACCIDENT DIAGRAM:	

DAMAGE TO OTHER VEHICLES

OWNER OF OTHER VEHICLE:	ADDRESS:	PHONE:
IF DIFFERENT FROM ABOVE OTHER DRIVER:	ADDRESS:	PHONE:
TYPE/YEAR VEHICLE:	VEHICLE LICENSE PLATE NUMBER:	NAME OF INSURANCE CO.:
DESCRIBE DAMAGE:		

DAMAGE TO OTHER PROPERTY

OWNER OF PROPERTY:	ADDRESS:	PHONE:
TYPE OF PROPERTY:		
DESCRIBE DAMAGE:		

INJURED:	INJURY (1)	INJURY (2)	INJURY (3)
NAME:	()	()	()
AGE:			
ADDRESS:			
PHONE NO.:			
WHERE TAKEN:			
EXTENT INJURIES:			
CHECK ONE:	PEDESTRIAN YOUR VEH. <input type="checkbox"/> OTHER VEH. <input type="checkbox"/>	PEDESTRIAN YOUR VEH. <input type="checkbox"/> OTHER VEH. <input type="checkbox"/>	PEDESTRIAN YOUR VEH. <input type="checkbox"/> OTHER VEH. <input type="checkbox"/>
WITNESSES:	WITNESS (1)	WITNESS (2)	WITNESS (3)
NAME:			
ADDRESS:			
PHONE NO.:			

POLICE INVESTIGATION

WERE POLICE CALLED TO THE SCENE? YES <input type="checkbox"/> NO <input type="checkbox"/>	WAS POLICE INVESTIGATION MADE? YES <input type="checkbox"/> NO <input type="checkbox"/>
IF YES, NAME OF INVESTIGATING AGENCY:	STATION ADDRESS:
ARRESTS MADE AND CHARGES FILED:	
IMPORTANT:	
DO YOU THINK A CLAIM WILL BE MADE AGAINST YOU? YES <input type="checkbox"/> NO <input type="checkbox"/>	WERE YOU CHARGED? YES <input type="checkbox"/> NO <input type="checkbox"/>

USE ACCIDENT CODE NUMBERS FOR FOLLOWING INFORMATION

1. TYPE OF ACCIDENT	2. TYPE OF ROADWAY	3. VEHICLE DIRECTIONAL ANALYSIS	4. MANNER OF COLLISION BETWEEN VEHICLES OR OBJECTS	5. FIRST POINT OF CONTACT
6. CONTRIBUTING CIRCUMSTANCES NOTED BY OFFICER	7. CONDITION OF ROAD	8. LIGHT CONDITION	9. WEATHER CONDITIONS	10. WAS SAFETY BELT IN USE?

USE THE NUMERICAL CODES BELOW TO ANSWER QUESTIONS ONE THRU NINE IN THE APPROPRIATE SECTION OF THE VEHICLE ACCIDENT REPORT FORM.

TAKE THE COMPLETED FORM TO YOUR SUPERVISOR AS SOON AS POSSIBLE FOR TRANSFER TO THE APPROPRIATE THREE PART FORM

VEHICLE ACCIDENT REPORT CODE SHEET

1. Type of Accident

- 01 Non-collision
- 02 Railroad train
- 03 Pedestrian
- 04 Fixed object
- 05 Between motor vehicles
- 06 Other collision (animal, animal drawn cart, etc.)
- 07 Pedal cycle

2. Type of Roadway

- 01 2 Lane road
- 02 Intersection
- 03 Unpaved road
- 04 Private property
- 05 4 or More lane road
- 06 Railroad crossing
- 07 School ground

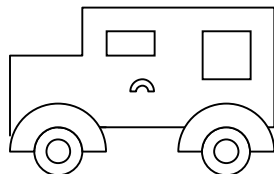
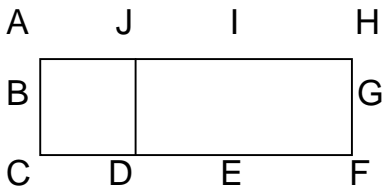
3. Directional Analysis

- 01 Loading or unloading
- 02 Stopped at intersection or in traffic
- 03 Changing lanes
- 04 Turning left
- 05 Moving straight ahead
- 06 Stopped at railroad
- 07 Backing
- 08 Turning right
- 09 Parked

4. Manner or Collision between

- Vehicles or Objects
- 01 Angle
 - 02 Head-on
 - 03 Rear-end
 - 04 Other

5. First Point of Impact



6. Contributing Circumstances as Noted on Investigating Officers Report as Pertaining to the Vehicle

- 01 Over posted speed limit
- 02 Passed stop sign
- 03 Failed to yield
- 04 Improper lane change
- 05 Improper parking
- 06 Improper passing
- 07 Defective road surface
- 08 Defective equipment
- 09 View obstructed by object
- 10 Other
- 11 Over safe speed
- 12 Disregard traffic signal
- 13 Drove to left of center
- 14 Followed too closely
- 15 Improper turn
- 16 Improper stop in roadway
- 17 Careless driving

7. Condition of Road

- 01 Dry
- 02 Icy
- 03 Slippery
- 04 Under repair
- 05 Holes or ruts
- 06 Other

8. Light Conditions

- 01 Dawn
- 02 Daylight
- 03 Dusk
- 04 Dark, artificially illuminated
- 05 Dark, not artificially illuminated

9. Weather Conditions

- 01 Clear
- 02 Fog
- 03 Other
- 04 Dust
- 05 Raining
- 06 Smog, smoke