

# ROSENDALE-BRANDON SCHOOL DISTRICT

## District Driver Safety Guidelines

### Purpose

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The operation of motor vehicles is a necessary part of Rosendale-Brandon School District operations. The operation of motor vehicles exposes our district to the risk of loss — through injury to employees or the general public, damage to property and to our district's overall reputation. Therefore, as a part of the District's commitment to operate all aspects of our school in a safe and responsible manner, we have created the following Transportation Guidelines.

The purpose of this Transportation Guidelines manual is to detail the practices and procedures Rosendale-Brandon School District takes to minimize the frequency and severity of vehicle accidents. All employees and volunteers are required to follow the procedures outlined in this program. Any deviations from this program must be immediately brought to the attention of the Transportation Director.

### Scope

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This policy applies to:

All drivers of district-owned, leased, rented or borrowed vehicles

All drivers of non-owned district vehicles while being operated on district business

The Transportation Director is responsible for the program's implementation, management and recordkeeping requirements.

### Program Responsibilities

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**Management.** The Administration of Rosendale-Brandon School District is committed to the Transportation Guidelines. The District supports the efforts of the Transportation Director by pledging financial and leadership support towards the identification and control of hazards related to motor vehicle operation.

**Transportation Director.** The Transportation Director reports directly to the Superintendent and is responsible for this program. All driver selection, vehicle maintenance, and other program components will be coordinated under the direction of the Transportation Director in collaboration with District Administration. The Transportation Director monitors the results of the program to determine needed modifications or additional areas of focus. The Transportation Director also performs the following duties:

- Along with District Administration, evaluates applicants to determine if they are eligible to drive our vehicles or other vehicles on district business
- Authorizes those persons who are allowed to operate vehicles
- Ensures vehicles are maintained in safe condition
- Develops and enforces fleet safety rules and policies
- Investigates all vehicle accidents and recommends any necessary corrective actions
- Annually, reviews this written program and makes any changes needed

## Driver Selection

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The Rosendale-Brandon School District will check the driving history of all applicants through the use of a Motor Vehicle Record (MVR) before they are granted driving privileges and maintain an updated MVR for all approved drivers. A driver list is maintained and shared with building administrators and secretaries.

Employees and volunteers will be prohibited from operating vehicles on district business under any of the following conditions:

- Does not have a valid driver's license, or the license has been suspended or revoked
- Does not have at least one year of verifiable driving experience.
- MVR indicates more than two at-fault accidents, three moving violations, or two moving violations and one at-fault accident in the past three years
- MVR indicates any one of the following major violations within the past five years
  - Driving under the influence
  - Reckless driving/speed contests
  - Hit and run
  - Vehicular manslaughter/homicide
  - Leaving the scene of an accident
  - Fleeing/eluding a police officer
  - Passing a stopped school bus
  - Speeding 15 or more miles over the speed limit
  - Refusing a chemical test
  - Operating with a suspended or revoked license

## Authorized Vehicle Use

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The Transportation Director determines who is authorized to operate vehicles on district business. No employee or non-employee (for example, the use of a district vehicle by an employee's spouse or child) is allowed to operate a district vehicle, or their own vehicle on district business, unless the Transportation Director has authorized that person to drive. Before any non-employee is permitted to use a district vehicle, he or she must meet the same qualifications as those for employees. Use of district vehicles by employees and non-employees under the age of 18 is prohibited.

## Driver Safety Rules

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All motor vehicle operators must obey all state laws and posted signs when operating vehicles. In addition, the following rules must be followed at all times.

**Cell Phones and Other Distractions.** The use of handheld or hands-free cell phones, or other devices that take attention away from the driving task, are prohibited by those driving district vehicles. Passengers may use devices only if the use will not be distracting to the driver. Cell phone calls should be made prior to or at the completion of a trip. If a call must be made during a trip, drivers must pull into a safe location and stop before making the call. If the driver receives an incoming call while driving, they must allow the call to go to voicemail and return the call when stopped in a safe location. Eating while driving is prohibited. Non-alcoholic drinks may be consumed with great discretion and only in situations where driving hazards (i.e., traffic, road construction, etc.) are minimal.

**Seat Belts.** Seat belts must be properly worn by all drivers and passengers while the vehicle is in operation. Children being transported in a district vehicle must remain properly secured in a child safety seat or booster seat according to state law.

**Fatigued Driving & Driving Under The Influence.** Drivers will not operate a motor vehicle at any time when his/her ability is impaired, affected or influenced by alcohol, illegal drugs, medication, illness, fatigue or injury.

**Severe Weather.** Extreme caution must be exercised when driving in severe weather conditions. If a driver has any doubt about the safety of travel, they must contact their supervisor or the Transportation Director for guidance.

**Radar Detectors.** The use of radar detectors or any other device with the purpose of detecting or interfering with police radar is prohibited.

**Glass:** Damaged glass should be reported immediately to the Transportation Director. To reduce windshield damage drivers will:

- Keep a safe distance between vehicles, especially on gravel roads
- Use clean, greaseless, dry cloths to wipe the windshield
- Replace worn wiper blades as soon as they begin to streak
- Use plastic or rubber ice scrapers, never metal

**Towing.** Only vehicles specifically approved for towing by the Transportation Director may be used to tow trailers of any size or type.

## Traffic Violations And Citations

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Drivers are responsible for all citations received. Traffic citations must be reported to the Transportation Director as soon as possible. The Transportation Director will review the driving privileges of any employee/volunteer charged with a serious offense. Disciplinary action may include warnings or suspension of driving privileges. For those jobs that require operation of a district vehicle, loss of driving privileges may result in termination.

**Vehicle Accident Investigation.** Vehicle accident investigations are handled internally, and may utilize external documents such as police reports. Vehicle accident reports are to be filled out by the driver and returned to the Transportation Director as soon as reasonably possible. The Transportation Director will determine accident preventability and the proper course of any disciplinary action that might be necessary. The Transportation Director will also determine if additional training is needed to prevent similar accidents from occurring in the future. Trends in accident types, or multiple accidents by the same driver, will receive additional scrutiny, as they may signal the need for additional training or changes to driver selection procedures.

If you are involved in an accident, perform the following steps:

- Stop your vehicle and protect the scene. You do not want a secondary accident to occur. Call for medical assistance and assist any injured people if necessary.
- Call the police and the Transportation Director or supervisor as soon as possible.
- Locate any witnesses and get important information from them. If possible get names, addresses and phone numbers.
- Exchange pertinent information with other drivers. Take photos of the accident.
- Fill out a vehicle accident report form and send it to the Transportation Director (Vehicle Accident Report forms are located in **Appendix D**).

When in an accident, drivers must:

- Never admit fault or apologize. Apologies could be interpreted as an admission of fault.
- Never argue with other drivers or witnesses.
- Never argue with the police.
- Never make a statement to the media. Refer them to the Transportation Director.
- Never discuss details of the incident with anyone except a representative of Rosendale-Brandon School District or the police. Report every accident no matter how small to the Transportation Director.

Vehicle Accident Report forms must be kept in each district vehicle for use after an accident. If the vehicle you are driving does not have a Vehicle Accident Report form in it contact the Transportation Director.

## Periodic Program Review

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Periodically, the Transportation Director will conduct a program review to assess the progress and success of the Transportation Guidelines. The review will consider the following:

- Evaluation of all records
- The frequency and severity of vehicle accidents during the previous year
- The need for changes to the Transportation Guidelines based on evaluation of the program and the results
- The need for changes to the driver selection/disqualification criteria

## TO PASSENGERS AND OTHERS

My employer requires that I report details of all accidents. If you witnessed this one, please assist me by writing your name below. Write a brief description of your version of the accident on the reverse side, even if you consider me at fault.

Name \_\_\_\_\_

Home Address \_\_\_\_\_ Tel. \_\_\_\_\_

Business Address \_\_\_\_\_ Tel. \_\_\_\_\_

Date \_\_\_\_\_ 20\_\_\_\_

**THE ACCIDENT**

Date \_\_\_\_\_ Hour \_\_\_\_\_ <sup>AM</sup>/<sub>PM</sub>

Location \_\_\_\_\_

Which side of the street were you on? \_\_\_\_\_

\_\_\_\_\_

Driving which direction? \_\_\_\_\_

How far from curb? \_\_\_\_\_

Did you sound horn? Yes No

Were your lights on? Yes No

Condition of weather: \_\_\_\_\_

\_\_\_\_\_

Road conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe how accident occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAMAGE TO PROPERTY OF OTHERS**

Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of driver: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Driver License No: \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_

Policy Number: \_\_\_\_\_

Nature of Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Driver: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Driver's License No: \_\_\_\_\_

Nature of Damage: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INJURED PERSONS**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of injuries: \_\_\_\_\_

\_\_\_\_\_

Where taken after accident: \_\_\_\_\_

\_\_\_\_\_

By Whom: \_\_\_\_\_

Attending Physician: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Nature of injuries: \_\_\_\_\_

\_\_\_\_\_

Where taken after accident: \_\_\_\_\_

\_\_\_\_\_

By Whom: \_\_\_\_\_

Attending Physician: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

### ACCIDENT DIAGRAM

Show names of streets, locations of vehicles, travel directions of vehicles, and prominent objects. Clearly indicate the direction of North.

**INSTRUCTIONS:**

1. Use solid line to show path of vehicle before accident.
2. Use dotted line to show path of vehicle after accident.
3. Number each vehicle and show direction of travel with an arrow.
4. Show pedestrians with an X.

### ACCIDENT REPORT FORM

Keep this form in your vehicle. Complete the report in case of accident and return promptly to:

#### DRIVER'S RESPONSIBILITY

Any driver involved in a traffic accident is responsible for completing an accident report. Following an accident, the driver must contact the Fleet Manager and collect all information requested on the accident report form. Even minor incidents should be brought quickly to management's attention in order to protect against potential claims.

Your accident report and conduct at the accident scene is very important. What is said and done at the accident scene can either help or hinder the successful settlement of an accident case. All drivers must know and understand what to do and say, and be equipped to handle situations as they arise.

The following steps should be taken at the scene of a traffic accident in which you are involved:

1. Stop the vehicle immediately and shut off engine. Failure to stop at the scene of an accident in which you are involved is a criminal offense which may subject you to the penalty of the law in addition to disciplinary action by your employer.
2. Turn on the 4-way flashers and (if available) set out emergency markers (reflectors or flares) in accordance with DOT regulations — one marker 100 feet in each direction from the scene and one near the scene. If the accident occurs near a curve or hill crest, set the markers further away, but not further than 500 feet from the scene.
3. Assist any injured person, but DO NOT move them unless absolutely necessary to prevent further injury (i.e. from fire). Keep any injured person as warm and quiet as possible while waiting for the arrival of emergency personnel.
4. See that help, such as police and ambulance are summoned to the scene.
5. If you are the victim of a hit-and-run, or if the other party of an accident refuses to remain at the scene or give you information, notify the police and give them all the details you can. This way, your report is kept on the police log and protects you if the other party tries to make a claim against you at a later date.
6. Be polite. Provide only the information on your drivers license and the insurance card in your accident packet. Do not offer information concerning the accident to anyone except the police.
7. Complete the accident report form and return it to the Fleet Manager as promptly as possible. The following information must be recorded.

#### Police Officer Information Accident Report Number

\_\_\_\_\_  
Officer Name(s) & Badge Number(s)

3005E (2-09)

Provided compliments of:



**Click here to confirm that you have read the District Driver Safety Guidelines and wish to access and complete the District Driver Request Form.**