

## Company Vehicle Usage and Driver Safety Procedures

It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Smith County Board of Education endorses all applicable state motor vehicle regulations relating to driver responsibility. The employer expects each driver to drive in a safe and courteous manner pursuant to the following safety rules. The attitude you take when behind the wheel is the single most important factor in driving safely.

### Transportation Department Supervisor shall be responsible for:

- Reviewing accidents and employer's overall driver safety record to determine if there should be changes in policy or procedure; or if other corrective action (such as training, equipment changes, etc.), should be implemented to enhance the safe operation of company vehicles, and/or personal vehicles on company business.
- Reviewing driving records of individual employees and making recommendations to Executive Management when driving privileges should be suspended or revoked.
- Reviewing all other issues that arise with respect to compliance with this policy.

### Driver Guidelines and Reporting Requirements

1. Company vehicles are to be driven by authorized employees only.
2. Any employee who has a driver's license revoked or suspended shall notify the Transportation Department Supervisor and ***immediately discontinue operation of the company vehicle***. Failure to do so may result in disciplinary action, including termination of employment.
3. All accidents in company vehicles, regardless of severity, must be reported to the police and to the Transportation Supervisor. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practicable if immediate or same-day reporting is not possible). Accidents in personal vehicles while on company business\* ***must*** follow these same accident procedures. Accidents involving the employee's personal injury must be reported to Human Resources for Worker's Compensation purposes. Failing to stop after an accident and/or failure to report an accident may result in disciplinary action, up to and including termination of employment.
4. Drivers must report all ticket violations received during the operation of a company vehicle within 72 hours.
5. Motor Vehicle Records will be obtained on all drivers prior to employment and annually. A driving record that fails to meet the criteria stated in this policy or is considered to be in violation of the intent of this policy, will result in a loss of the privilege of driving a company vehicle.

\* *Company business is defined as driving at the direction, or for the benefit, of employer. It does not include normal commuting to and from work.*

### Driver Criteria & Administration

Employees must have a valid and current Driver's license to operate a company vehicle, or a personal vehicle with current auto insurance while on company business. Bus Drivers must have a valid Class B CDL and employees that transport students in a county vehicle must have a Class D with an F endorsement.

Employees are expected to drive in a safe and responsible manner and to maintain a good driving record. The Transportation Supervisor is responsible for reviewing records, including accidents, moving violations, etc., to determine if an employee's driving record indicates a pattern of unsafe or

irresponsible driving, and to make a recommendation to the Director of Schools for suspension or revocation of driving privileges.

Criteria that may indicate an unacceptable record includes, but is not limited to:

- Three or more moving violations\* in a year
- Three or more chargeable accidents within a year. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
- Any combination of accidents and/or moving violations.

\* *Violations include any ticket, charge, or other law enforcement proceeding relating to these, as well as independent evidence of violations deemed relevant.*

### **Driver Safety Rules**

1. Driving on company business and/or driving a company vehicle while under the influence of intoxicants and other drugs (which could impair driving ability) is forbidden and is sufficient cause for discipline, up to and including termination of employment.
2. **Cell phone use while driving is strictly prohibited.**
3. No driver shall operate a company vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a company vehicle **must** wear seat belts if available.
5. No unauthorized persons are allowed to ride in company vehicles.
6. Drivers are responsible for the security of company vehicles assigned to them. The vehicle engine must be shut off when the vehicle is left unattended.
8. All State and Local laws must be obeyed.

### **Defensive Driving Guidelines**

- Drivers are required to maintain a safe following distance at all times. Drivers should keep a two second interval between their vehicle and the vehicle immediately ahead. During slippery road conditions, the following distance should be increased to at least four seconds.
- Drivers must yield the right of way at all traffic control signals and signs requiring them to do so. Drivers should also be prepared to yield for safety's sake at any time. Pedestrians and bicycles in the roadway always have the right of way.
- Drivers must honor posted speed limits. In adverse driving conditions, reduce speed to a safe operating speed that is consistent with the conditions of the road, weather, lighting, and volume of traffic. Tires can hydroplane on wet pavement at speeds as low as 40 mph.
- Radar Detectors are strictly prohibited in company Vehicles. Drivers are to drive at the speed of traffic but never to exceed the posted speed limit.
- Turn signals must be used to show where you are heading, while going into traffic and before every turn or lane change.
- When passing or changing lanes, view the entire vehicle in your rear-view mirror before pulling back into that lane.
- Be alert of other vehicles, pedestrians, and bicyclists when approaching intersections. Never speed through an intersection on a caution light. When the traffic light turns green, look both ways for oncoming traffic before proceeding.
- When waiting to make left turns, keep your wheels facing straight ahead. If rear ended, you will not be pushed into the lane of oncoming traffic.

- When stopping behind another vehicle, leave enough space so you can see the rear wheels of the car in front. This allows room to go around the vehicle if necessary and may prevent you from being pushed into the car in front of you if you are rear-ended.
- Avoid backing where possible, but when necessary, keep the distance traveled to a minimum and be particularly careful.

*\*Check behind your vehicle before backing.*

*\*Back to the driver's side. Do not back around a corner or into an area of no visibility.*

### **Accident Procedures**

1. In an attempt to minimize the results of an accident, the driver must prevent further damage or injuries and obtain all pertinent information and report it accurately.

- Call for medical aid if necessary.
- Call the police. All accidents, regardless of severity, must be reported to the police. If the driver cannot get to a phone, he should write a note giving the location to a reliable appearing motorist and ask him to notify the police.
- Record names and addresses of driver, witnesses, and occupants of the other vehicles and any medical personnel who may arrive at the scene.
- Complete the form located in the Vehicle Accident Packet. Pertinent information to obtain includes: **license number of other drivers; insurance company names and policy numbers of other vehicles; make, model, and year of other vehicles; date and time of accident; and overall road and weather conditions.**

2. Do not discuss the accident with anyone at the scene except the police. Do not accept any responsibility for the accident. Don't argue with anyone.

3. Provide the other party with your name, address, driver's license number, and insurance information.

4. Immediately report the accident to your Supervisor and Transportation Supervisor. Provide a copy of the accident report and/or your written description of the accident to the Transportation Supervisor.

5. There will be a formal accident review conducted on each accident to determine cause and how the accident could have been prevented

### **Disciplinary actions for non-compliance per rule/guideline broken**

1. Verbal warning
2. Written warning
3. Suspension without pay 3-5 days
4. Suspended from driving for 1 year
5. Termination