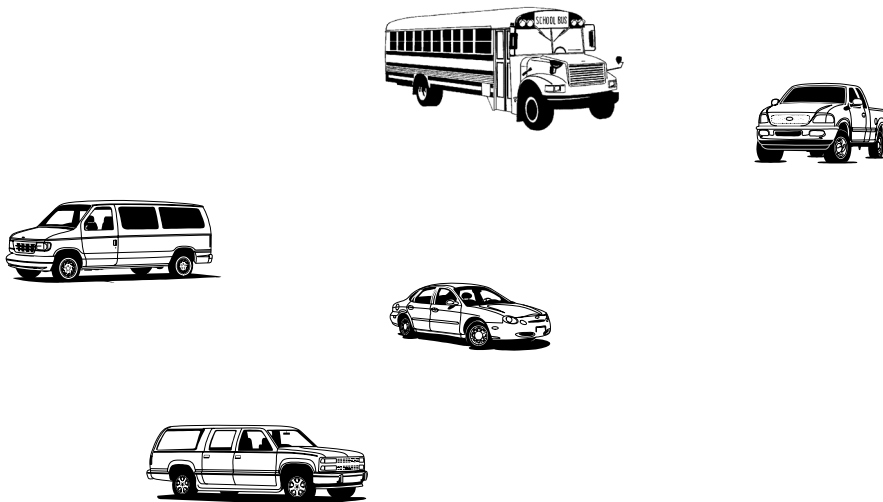


# ***Louise ISD Fleet Safety Policy***



Adopted: November 20, 2006  
Last Revised: October 30, 2006



## Superintendent's Introduction

In 2005 alone, 43,443 people were killed in vehicle accidents on our nation's roadways\*. Chances are that you probably know someone who has been killed or seriously injured in a vehicle accident. In addition to the tragic toll in human life, needless billions of dollars are spent every year in the wake of vehicle accidents, *most of which are preventable*. We cannot bear to lose our most important asset, our employees, through preventable vehicle accidents.

The safe, effective, and accident-free operation of motor vehicles is consistent with, and an important supporting part of, our school's mission statement. Like every organization, Louise ISD operates on a limited budget, and every dollar spent on unnecessary expenses is a dollar taken out of the classroom and directly away from fulfilling our mission. Financial resources that must be paid for bodily injury, property damage, lost wages, accident investigation, re-training, insurance premiums, fines, etc. are resources that are not being used to fulfill our primary obligation to nurture and educate our children.

The Louise ISD **Fleet Safety Policy** has the full support of Louise ISD senior management and the Louise ISD School Board. It is more than just words on a page, more than just a yellowing policy gathering dust on some dark, forgotten administrator's shelf. It is the *code* and *philosophy* by which every employee is expected to conduct himself or herself when operating a vehicle on behalf of Louise ISD, and the *standard* by which that conduct will be evaluated. At Louise ISD, safe driving is a *job requirement*.

Andrew Peters  
Louise ISD Superintendent of Schools

\*National Highway Traffic Safety Administration ([www.nhtsa.gov](http://www.nhtsa.gov)), *Rise in Motorcycle and Pedestrian Deaths Led to Increase in Overall Highway Fatality Rate in 2005*, Aug 22, 2006.

## Table of Contents

<i>Section 1</i>	Statement of Policy
<i>Section 2</i>	Scope
<i>Section 3</i>	Definitions
<i>Section 4</i>	Responsibilities
<i>Section 5</i>	Commercial Motor Vehicles
<i>Section 6</i>	Driver Qualification
<i>Section 7</i>	Motor Vehicle Record Review
<i>Section 8</i>	Defensive Driving
<i>Section 9</i>	Fleet Safety Rules
<i>Section 10</i>	Motor Pool Vehicles
<i>Section 11</i>	Fifteen-Passenger Vans
<i>Section 12</i>	Non-Owned Vehicles
<i>Section 13</i>	Utility Vehicles
<i>Section 14</i>	Vehicle Maintenance and Safety Inspections
<i>Section 15</i>	Vehicle Security
<i>Section 16</i>	The Accident Scene
<i>Section 17</i>	Accident Review and Follow-up

## **Section 1**

# **Statement of Policy**

- 1.1. It shall be the policy of Louise ISD that all vehicles be operated in a safe, responsible, and accident-free manner. Such statement is the cornerstone for all that is contained in this Fleet Safety Policy.
- 1.2. It shall be the policy of Louise ISD to promote the safe and accident-free operation of all vehicles used in the conduct of school business through proper driver management and safe driving practices. Therefore, the objectives of this Fleet Safety Policy are to:
  - 1.2.1. Establish a written program outlining minimum guidelines for the safe operation of vehicles in the conduct of Louise ISD business;
  - 1.2.2. Establish minimum standards for drivers that are operating a vehicle in the conduct of Louise ISD business; and
  - 1.2.3. Establish methods and standards by which vehicle accidents are to be reviewed, evaluated, and root causes corrected.
- 1.3. This Policy is a minimum policy governing the safe operation of school vehicles. Your department may have additional policies that you must follow.

## **Section 2**

# **Scope**

- 2.1. This Policy applies to all persons employed by or connected with Louise ISD who operate a vehicle in the conduct of school business.
- 2.2. This Policy does not propose to be inclusive of additional regulations that are placed upon school bus (yellow fleet) drivers by:
  - 2.2.1. The United States Department of Transportation (DOT) and its state affiliates; or
  - 2.2.2. The State of Texas; or
  - 2.2.3. The Louise ISD School Bus Transportation Department.
- 2.3. Failure to comply with the policies and rules set forth in this document may result in disciplinary action, **including but not limited to suspension of your Louise ISD driving privileges or termination of your employment.**

## **Section 3**

# **Definitions**

- 3.1. For clarity and assistance in understanding the application of certain terms in this Fleet Safety Policy, the following definitions are offered. These are not legal definitions, nor are they meant to bind administrators into rigid interpretations of this Policy. They are offered as a guide to help readers better understand certain terms used in this Policy.
  - 3.1.1. **Approved Driver List:** A list of names of drivers who are approved to drive a Louise ISD vehicle.
  - 3.1.2. **CDL:** Commercial Driver's License.

- 3.1.3. **Driver:** Any person who drives a Louise ISD vehicle, including those required to drive a vehicle as part of his or her job duties as well as those whose use of a vehicle is elective.
- 3.1.4. **Motor Pool Vehicle:** A school vehicle that is not assigned to a driver, but is typically available to be “checked out” by a school employee for purposes such as transporting students to UIL events, or attending professional development events.
- 3.1.5. **MVR:** Motor Vehicle Record. This report, obtained from a driver’s state of residence (directly, or from a third-party vendor), lists a driver’s record of accidents, convictions, and driver’s license status.
- 3.1.6. **Non-owned vehicle:** Any vehicle that is not owned, leased, or hired by Louise ISD, but is operated in the conduct of school business. One example is a vehicle owned by an employee while being driven to the post office on school business.
- 3.1.7. **Policy:** For the sake of brevity, Policy (capitalized) as used in this document means the *Louise ISD Fleet Safety Policy*, in its entirety.
- 3.1.8. **Safe Driver Review Board:** A board appointed with the purpose to review all Louise ISD vehicle accidents, determine preventability, recommend action, recommend MVR point assessments, to review driver appeals, and other fleet safety duties as determined by Louise ISD management.
- 3.1.9. **Utility Vehicle:** This category includes, but is not limited to golf carts, John Deere *Gator* (or similar), all-terrain vehicles (ATV), tractors, riding lawn mowers, or any other school vehicle that is designed and operated primarily as an off-road vehicle.
- 3.1.10. **Vehicle:** Any automobile requiring some type of driver’s license to operate on public streets. This includes automobiles owned, leased, or hired by Louise ISD, as well as non-owned vehicles owned by employees (or family) that are used in the conduct of school business.
- 3.1.11. **White Fleet Vehicle:** Any school vehicle other than a yellow fleet vehicle.
- 3.1.12. **Yellow Fleet Vehicle:** A school bus; a vehicle that meets all the Federal Motor Vehicle Safety Standards for a school bus (usually painted *National School Bus Yellow*).

## **Section 4**

# **Responsibilities**

- 4.1. The ultimate responsibility for the maintenance and enforcement of this Policy lies with Jim Obenhaus, Transportation Director.
- 4.2. Responsibility to obtain, to evaluate, and to maintain MVRs lies with the Pam Wagner, Business Manager. She shall also assemble and distribute the Approved Driver List to all administrators and directors.
- 4.3. Unless otherwise stated, each supervisor, administrator, manager, or director shall be directly responsible for the safe operation of all vehicles under his or her supervision. For all drivers under his or her supervision, it shall be the responsibility of each supervisor, administrator, manager, or director to promptly:
  - 4.3.1. Compile and maintain, in a confidential and secured file, a complete driver list for that department or campus. This list shall include all regular drivers of Louise ISD vehicles as outlined in the section *Motor Vehicle Record Review*.
  - 4.3.2. Obtain all signed documents relating to the request and evaluation of MVR data and securely forward those documents to the Mrs. Wagner.
  - 4.3.3. Notify the Human Resources Director immediately of any known changes to a driver’s MVR status.

- 4.3.4. Provide driving orientation, training, and monitoring activities according to Louise ISD employee policy and this Policy, or arrange such orientation, training, and monitoring activities with Mr. Obenhaus.
- 4.3.5. Enforce all provisions of this Policy as it relates to the fleet drivers under his or her supervision.

## **Section 5**

# **Commercial Motor Vehicles**

- 5.1. A commercial motor vehicle has the following characteristics:
  - 5.1.1. A gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of 10,000 or more pounds;
  - 5.1.2. A gross vehicle weight rating of 26,001 or more pounds; or
  - 5.1.3. Is designed to transport 16 or more passengers, including the driver (regardless of the number carried); or
  - 5.1.4. Is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations and meets the requirements for a commercial motor vehicle.
- 5.2. All drivers who are operating a commercial motor vehicle are required to possess a valid Commercial Driver's License (CDL) with endorsements appropriate to the vehicle to be driven.
  - 5.2.1. All school bus drivers will be required to possess, at minimum, a:
    - 5.2.1.1. CDL with passenger endorsement;
    - 5.2.1.2. Texas school bus operator's certificate
- 5.3. All drivers with a CDL are subject to alcohol and controlled substance testing as defined by Louise ISD's [Insert alcohol and controlled substance policy name]. Copies of this policy may be obtained from the Transportation Director.
- 5.4. While this Policy is intended as a minimum standard for all Louise ISD drivers, bus drivers may have other policies and laws imposed by the Louise ISD Transportation Department and federal and state regulators. Please see your supervisor if you have questions.
  - 5.4.1. Where the provisions of this Policy may conflict with those other policies and laws, those other policies and laws shall prevail.

## **Section 6**

# **Driver Qualification**

- 6.1. All prospective employees whose job will require them to drive a Louise ISD white fleet vehicle shall meet the following criteria:
  - 6.1.1. Minimum age twenty-one years, with at least three years of licensed driving experience;
  - 6.1.2. Valid Texas (or adjoining state, if the employee resides in the adjoining state) driver's license appropriate for the vehicle to be driven; and
  - 6.1.3. Satisfactory MVR review. No new employee shall operate a Louise ISD vehicle until a satisfactory MVR review has been completed.

- 6.2. If a prospective employee has ever been terminated as a result of his or her driving record, he or she will not be considered for employment driving duty by Louise ISD unless:
- 6.2.1. He or she meets all other criteria for acceptability; and
  - 6.2.2. He or she has established a driving record (MVR) with zero points during the last twelve months.
- 6.3. All new employees whose job description includes driving a vehicle shall complete the Louise ISD new driver orientation and training program within thirty days of hire.
- 6.4. All employees whose job description includes driving a vehicle are required to maintain a valid Texas (or adjoining state, if the employee resides in the adjoining state) driver's license appropriate for the vehicle to be driven. Drivers are to have this license in their possession at all times. The driver's license must be shown to the driver's manager or other district administrator if requested.
- 6.5. An employee driver is required to immediately notify his or her supervisor when his or her driver's license has been suspended, revoked, or restricted, or in the event of any accidents or receipt of any citations. **Failure to do so may result in loss of driving privileges.**
- 6.6. All employees (other than those drivers holding a commercial driver's license and already monitored by Louise ISD as a bus driver) whose job description includes regularly or even occasionally driving a white fleet vehicle **shall have their MVR reviewed annually**. This list of employees includes, but is not limited to:
- 6.6.1. Employees assigned to a vehicle (e.g. maintenance, grounds, food service, vo-ag instructor, administrators, etc.);
  - 6.6.2. Coaches;
  - 6.6.3. UIL Sponsors;
  - 6.6.4. Campus administrators; and
  - 6.6.5. District administrators.
- 6.7. Drivers with satisfactory MVRs as outlined in the section *Motor Vehicle Record Review* will be added to the *Approved Driver List*. **No employee shall operate a Louise ISD vehicle until a satisfactory MVR review has been completed.**
- 6.8. Drivers with unacceptable MVRs as outlined in the section *Motor Vehicle Record Review* **shall be prohibited from operating a Louise ISD vehicle.**
- 6.9. Any change in status or accumulation of MVR points (either on the official state record, or as assigned through this Policy) will result in an immediate MVR review and possible change in employee driving status.
- 6.10. A white fleet driver who receives three or fewer points as assessed by this Policy as a result of a conviction and/or accident shall have the option of attending, at his or her expense, a state-approved or National Safety Council-approved Defensive Driving Course.
- 6.10.1. Successful completion of this course will allow the assessed points for that one conviction and/or accident to be removed from the employee's record for purposes of MVR review.
  - 6.10.2. The employee may receive credit for only one class per year and only two classes while he or she is employed by Louise ISD.
  - 6.10.3. The employee will only receive credit for a class that is taken after the conviction and/or accident occurs.



- 6.10.4. If the employee's MVR was unacceptable before taking the Defensive Driving Course (Louise ISD driving privileges were suspended), driving privileges are not reinstated **until** a new MVR review is conducted and the employee is notified by management.
- 6.11. All drivers shall attend driver training as specified by the Louise ISD driver training program. Attendance at all training sessions and safety meetings is **mandatory**.
  - 6.11.1. If there is a schedule conflict, the driver is responsible to discuss the matter with his or her supervisor before the training session. A driver must provide written documentation for any excused absence (i.e. a doctor's note, jury summons, etc.).
  - 6.11.2. A driver who fails to attend a scheduled driver training session or safety meeting without a documented excused absence may have his or her driving privileges **suspended**.

## **Section 7**

### **Motor Vehicle Record Review**

- 7.1. All drivers for Louise ISD are expected to maintain a driving record that reflects good driving habits.
  - 7.1.1. Each Louise ISD driver must meet acceptable insurability standards.
  - 7.1.2. One of the most important indicators of a driver's probability of being involved in a future preventable accident is the driver's past record of accidents and moving violations. Drivers who habitually speed, tailgate, make illegal moves in traffic, fail to use equipment properly, etc. or who have a history of vehicle accidents are statistically more likely to be involved in future preventable accidents.
- 7.2. A driving record (MVR) will be reviewed annually for all drivers of the Louise ISD yellow fleet according to the legal requirements of the State of Texas. Please see the Louise ISD Transportation Director for more information. Eligibility to operate a yellow fleet vehicle will be determined by that review.
- 7.3. A driving record (MVR) for the preceding three years will be reviewed annually for all regular drivers of the Louise ISD white fleet.
  - 7.3.1. If a driver has been a resident of Texas for less than three years, a motor vehicle record review of the preceding three years will be conducted for all prior states of residence. The employee may be responsible to obtain and provide those records.
  - 7.3.2. If the employee resides outside the State of Texas, the employee will be responsible to provide a copy of a MVR from the state of residence. This MVR must be dated within the last thirty days, and it must cover the preceding three years.
  - 7.3.3. If an employee is joining the white fleet driving pool mid-term (in-between the annual reviews), the employee may be responsible to provide a copy of his or her MVR. This MVR must be dated within the last thirty days and must cover the preceding three years.
- 7.4. **A driver will be disqualified from white fleet driving duty for either of the following within the preceding three years:**
  - 7.4.1. Serious vehicular offenses, including *but not limited to*: driving under the influence of alcohol or drugs; driving while intoxicated; assault with a motor vehicle; driving while license suspended or revoked; leaving the scene of an accident; vehicular homicide; alcohol test refusal; or any felony use of a vehicle (including drug and alcohol offenses).
  - 7.4.2. Administrative license revocations.

- 7.5. White fleet MVRs will be assigned points according to the following criteria:
- 7.5.1. For each occurrence within the preceding three years:
    - 7.5.1.1. Equipment and/or non-moving violations not otherwise listed: one point.
    - 7.5.1.2. Accidents: two points.
    - 7.5.1.3. Moving violations not otherwise listed, including *but not limited to*: speeding, unsafe speed, or failure to control speed; racing; careless or reckless driving; illegal lane use or lane change; failure to yield right of way; disregarded control signal or police officer; following too closely; improper passing, backing, or turning; improper use of equipment; no driver's license; or no seat belt: three points.
    - 7.5.1.4. Additionally, all occurrences of traffic law violations and/or accidents that do not appear on the official state MVR, but have been determined by Louise ISD management or the Safe Driver Review Board, will be added to the MVR review process for purposes of determining MVR acceptability.
  - 7.5.2. **An unacceptable white fleet MVR shall be defined as a total of ten or more points.** Employment-related driving for employees with unacceptable MVRs is **immediately suspended** until and unless the MVR once again becomes acceptable, as determined by a future MVR review.
    - 7.5.2.1. Any employee not meeting the Louise ISD MVR acceptability criteria will be notified that his or her driving privileges have been suspended.
    - 7.5.2.2. If current duties cannot be performed without driving responsibility, the employee may be reassigned to an available, non-driving position for which the employee is qualified. If no such position is available, the employee may be terminated.
- 7.6. Following a citation or accident, if a vehicular offense (or multiple offenses stemming from the same incident) would warrant the loss of driving privileges under Section 7.4 or Section 7.5, an employee's driving privileges may be suspended **pending court action** based on the police officer's report and/or the Driver's Report of Accident and/or Safe Driver Review Board report. Administrative action, if required, shall begin immediately.
- 7.7. Upon receipt of any citation (or being subject to any vehicular felony charge) that upon conviction requires the loss of a valid driver's license, an employee's driving privileges may be suspended until a final court decision is rendered **and** Safe Driver Review Board action is taken.
- 7.8. In occurrences that do not require court action, the Safe Driver Review Board shall assign points based on this Policy.
- 7.9. Employees will have the right to request a review by the Safe Driver Review Board to remove accidents on the MVR from his or her MVR point assessment, **but only if** such accidents result in a point total that currently makes the employee's MVR unacceptable.
  - 7.9.1. The appeal shall be by letter to the employee's supervisor.
  - 7.9.2. The Safe Driver Review Board will, at the next meeting, review all the available data regarding the accident and will make a determination of whether the accident was *preventable* from the employee's perspective.
  - 7.9.3. If court action is required to determine fault in the referenced accident, no such review action will be taken by the Safe Driver Review Board until the court case is concluded.
  - 7.9.4. If a *non-preventable* determination is made, MVR points for that accident will not be assessed to the employee's record.
- 7.10. An employee has the right to appeal the assessment of MVR points and/or administrative action(s) relating thereto by requesting a hearing before the Safe Driver Review Board.

- 7.10.1. The appeal shall be by letter to the immediate supervisor within ten working days of the action and **must** state the employee's objections **in detail**.
- 7.10.2. The supervisor shall forward the appeal letter to the Safe Driver Review Board for action during the next scheduled meeting.
  - 7.10.2.1. The employee has the right to appear in person before the Safe Driver Review Board and state his or her case.
  - 7.10.2.2. The employee will receive written notification of the decision of the Safe Driver Review Board.
- 7.11. **Any deviations from the above MVR acceptability criteria require the written approval of the Louise ISD Superintendent of Schools.**
  - 7.11.1. A copy of such approval shall be forwarded to the driver's supervisor and to the Human Resources Department.

## Section 8

### Defensive Driving

- 8.1. **Employees are expected to drive defensively at all times.**
  - 8.1.1. Defensive driving is defined by the National Safety Council as *the ability to avoid crash involvement despite adverse driving conditions and the actions or errors of others*. The NSC further outlines the formula for defensive driving:
    - 8.1.1.1. Recognize the hazard.
    - 8.1.1.2. Understand the defense.
    - 8.1.1.3. Act correctly in time.
- 8.2. The following actions will help improve your defensive driving:
  - 8.2.1. Protect your cushion of safety! A driver should do everything reasonable to maintain clear space to the front, the sides, and to the rear of the vehicle at all times.
    - 8.2.1.1. Rear-end accidents are among the most common preventable accidents.  
**Maintain an adequate following distance** between your vehicle and the vehicle in front of you. When traveling at speeds up to 40 mph, allow at least one second of following distance for every ten feet of (your) vehicle length, PLUS at least one additional second for speeds over 40 mph, PLUS at least one additional second for bad weather.
    - 8.2.1.2. Be aware of what is in the areas to the side of your vehicle. This is especially important on multi-lane roadways. Do not drive alongside other vehicles if you can avoid it. Beware of side-swipe and tail-swing hazards as you negotiate turns with your vehicle. Buses and other long vehicles are particularly vulnerable to this danger.
    - 8.2.1.3. Know what is behind you. If another vehicle is tailgating you, allow additional following distance between yourself and the vehicle in front of you so that you can stop more slowly if traffic stops ahead of you. Sometimes, slightly slowing your vehicle will encourage a tailgater to go ahead and pass you, removing them from your danger zone.
  - 8.2.2. Scan ahead. Anticipating hazards before you reach them helps to prevent many accidents.
    - 8.2.2.1. In town, scan one to one-and-one-half blocks ahead.
    - 8.2.2.2. On the highway, scan at least a quarter mile down the road.
    - 8.2.2.3. Don't let your attention get fixed on the spot right in front of your vehicle.
  - 8.2.3. Back safely. **Virtually all backing accidents are preventable.**
    - 8.2.3.1. Scan the entire area behind your vehicle that you will be backing into *before* you get in your vehicle.

- 8.2.3.2. Back slowly and carefully, keeping your eyes moving and your attention focused.
- 8.2.3.3. Back only when necessary and only as far as necessary.
- 8.2.3.4. When in doubt: Stop, secure the vehicle, and G.O.A.L.: **Get Out And Look.**
- 8.2.4. Try to anticipate the improper actions of others.
  - 8.2.4.1. Constantly play the “what if?” game with yourself as you drive. For example, “What if that driver who is stopped at that cross street suddenly pulls in front of me?” or “What if that driver in front of me suddenly slows down or changes lanes?”
  - 8.2.4.2. Have a plan of action (evasive maneuver) in your mind at all times.
- 8.2.5. Practice the Five “See’s” of Driving:
  - 8.2.5.1. *See High:* See far enough ahead of you along the road to spot danger before it can affect your vehicle. Try to see at least twelve seconds’ traveling distance ahead of your vehicle.
  - 8.2.5.2. *See All:* See all of the hazards on and near the road, such as pedestrians, bicyclists, parked cars, vehicles making a right on red, vehicles on cross-streets, vehicles coming out of parking lots, oncoming vehicles, etc. Check your mirrors often and keep your eyes moving. Remember to always “expect the unexpected.”
  - 8.2.5.3. *See an Out:* Maintain proper following distance at all times. Maintain a cushion of safety all around your vehicle. Always know what is around your vehicle and be prepared to take evasive maneuvers at any time. Don’t let yourself become trapped without an out on a multi-lane roadway.
  - 8.2.5.4. *See That You Are Seen:* Always use your turn signals to alert other drivers what you are about to do. Tap your horn if necessary to alert others of your presence.
  - 8.2.5.5. *See with a Smile:* Maintain your composure. Always keep a good attitude about other drivers, even when they do dumb and dangerous things. Remember that “*anger* is just one letter away from *danger*.” Remember that defensive driving means avoiding crashes *despite the actions or errors of others*. **You** are the professional driver.

## Section 9

# Fleet Safety Rules

- 9.1. Safe driving practices are the basis for accident prevention. **All drivers of Louise ISD vehicles are required to comply with all established fleet safety rules.**
  - 9.1.1. Employees are required to *obey all state and federal traffic laws* and traffic signal devices pertaining to the safe operation of a vehicle, including but not limited to, posted speed limits.
    - 9.1.1.1. All fleet vehicles are to be driven no faster than *reasonable and prudent*, given the current road, traffic, and weather conditions.
    - 9.1.1.2. Unless otherwise stated in this Policy, the maximum speed limit for a Louise ISD white fleet vehicle is **65 mph** or the posted speed limit, whichever is less.
  - 9.1.2. Non-employees, including students, are **not** allowed to operate a Louise ISD vehicle. This includes, but is not limited to, off-road vehicles such as golf carts, John Deere Gator (or similar), and tractors.
  - 9.1.3. Students are **not** to be transported in non-owned vehicles. Students are only to be transported in school-owned, leased, or hired vehicles, and only then with the full knowledge and approval of the campus or district administrator.
  - 9.1.4. All persons riding in a Louise ISD vehicle **must wear seat belts** at all times that the vehicle is in motion. The driver will be held responsible for passenger compliance to this rule. If any passenger refuses to use the seat belts properly, the driver may refuse that person

further passage, unless such refusal would immediately endanger that person's safety. The driver shall, as soon as possible, report such refusal to his or her supervisor.

9.1.4.1. An occupant who possesses a physician's statement stating that seat belt compliance is not possible or would be harmful to that occupant (e.g., a medical device that would be compromised by a seat belt) shall not be required to wear a seat belt. The physician's statement shall define its effective period.

9.1.5. Use of hand-held wireless phones while driving is prohibited.

9.1.5.1. Wireless phones should be in the "off" position while transported in a Louise ISD vehicle. If a call must be placed, pull off the road to a safe location and secure the vehicle before making or receiving wireless phone calls.

9.1.6. Smoking in, or while operating, a school-owned vehicle is prohibited.

9.1.7. Installation and/or use of any radar-detecting device are prohibited.

9.1.8. Firearms are **not** permitted in any vehicle other than vehicles utilized by Louise ISD Police or Louise ISD resource officers.

9.1.9. No alcoholic beverages, illegal drugs, or controlled substances are to be consumed or possessed by the driver or passengers at any time while operating a Louise ISD vehicle, including personal (non-owned) vehicles used for school business.

9.2. Personal use of Louise ISD vehicles is **not** permitted.

9.2.1. With appropriate justification, some vehicles may be assigned to a driver for purposes that benefit Louise ISD. One example might be a maintenance employee who needs to be on-call should a problem arise with one of our buildings during off-hours. The following additional rules apply to the use of such assigned vehicles:

9.2.1.1. Usage of assigned vehicles during non-working hours will be restricted to commuting only. Commuting is defined as travel from the school to home or home to the school.

9.2.1.2. During commuting, the driver of the assigned vehicle may make incidental stops. However, the driver will **not** stop at taverns, liquor stores, adult bookstores, or any other location that the sight of a Louise ISD vehicle would reflect negatively upon our school.

9.2.1.3. Towing or large cargo transport for personal reasons is **not** permitted.

9.2.1.4. The assigned vehicle must be properly secured while parked at the employee's home.

9.2.1.4.1. Windows shall be up, doors locked, and keys removed.

9.2.1.4.2. Tools and equipment shall be secured from theft, and all utility compartments shall be locked. Target theft items should not be visible from outside the vehicle.

9.2.1.4.3. Vehicles are **not** to be parked on the street.

9.2.1.4.4. Employees may be held financially responsible for theft of items if these security measures are not taken.

9.3. Employee personal property is **not** insured by Louise ISD. If you choose to carry personal property in a Louise ISD vehicle, make sure that it is insured through your personal insurance.

9.4. Louise ISD does not pay for citations. If you receive a citation, including a parking citation, while operating a Louise ISD vehicle, it is your responsibility to pay it.

## **Section 10**

### **Motor Pool Vehicles**

10.1. The following information is required when reserving a motor pool vehicle:

- 10.1.1. Driver's name, department, and phone number;
  - 10.1.2. Destination;
  - 10.1.3. Date of pickup and date of return;
  - 10.1.4. The number of adults and the number of students traveling in the vehicle; and
  - 10.1.5. The number of people traveling to the same destination, if more than one vehicle is to be used.
- 10.2. If you wish to utilize a motor pool vehicle, you must:
- 10.2.1. Be an approved Louise ISD driver:
    - 10.2.1.1. Possess an acceptable MVR as specified by this Policy;
    - 10.2.1.2. Possess a valid driver's license for the type of vehicle to be driven; and
    - 10.2.1.3. Be properly trained and qualified in the type of vehicle to be driven.
  - 10.2.2. Complete the vehicle request form and return to Jim Obenhaus, transportation director at least two weeks prior to your need for the vehicle.
  - 10.2.3. Complete a pre-trip safety inspection of the vehicle.
  - 10.2.4. Complete and turn in a trip log as provided by the motor pool vehicle manager.
- 10.3. Failure to report visible damage to a vehicle upon its return, or failing to report any accident (no matter how minor), or making a false or misleading report, may be grounds for disciplinary action, up to and including termination.

## Section 11

# Fifteen-Passenger Vans

- 11.1. Fifteen-passenger vans present a higher level of risk due primarily to their higher risk of rollover in the event of an accident.
- 11.1.1. In April 2001, the National Highway Traffic Safety Administration issued its original Consumer Advisory regarding the rollover hazard of these vehicles. NHTSA reissued this advisory in April 2002. The key findings of this report were:
- 11.1.1.1. When loaded with ten or more people, fifteen-passenger vans are three times more likely to roll during emergency maneuvers. As passenger loading increases, the center of gravity moves up and back, increasing the likelihood of a rollover.
  - 11.1.1.2. Non-professional drivers often overestimate their skill and underestimate the driving risk. They get themselves into tight spots. If unfamiliar with the handling characteristics of the vehicle, they overcorrect. The panic stop or emergency lane change sets up the crash. Fatigue, speeding, and rural roads often play a factor.
  - 11.1.1.3. Failure to wear seat belts dramatically reduces the likelihood of surviving a rollover.
- 11.1.2. NHTSA again reissued this advisory in June 2004. Among the conclusions of this report, NHTSA reinforced that:
- 11.1.2.1. It is important that all occupants wear safety belts. 76% of those who died in these studied accidents were not buckled up. Stated another way, you are *three times as likely to die* if you are not buckled up!
  - 11.1.2.2. Excessively worn or improperly inflated tires can lead to a loss-of-control situation and rollover. Tire pressure should be checked regularly.
  - 11.1.2.3. The likelihood of van rollover is five times greater when the van is fully loaded than when it is carrying only a driver.
  - 11.1.2.4. The risk of rollover increases significantly at speeds over 50 mph and on curved roads.

- 11.2. To improve the safety of our employees and their passengers, Louise ISD imposes the following additional safety rules on the operation of twelve- and fifteen-passenger vans:
- 11.2.1. Approved drivers must be at least 25 years old with at least five years of licensed driving experience.
  - 11.2.2. No approved driver shall operate a twelve- or fifteen-passenger van for more than two consecutive hours. If a trip will take longer than two hours, then at least two approved drivers must alternate driving in stretches of no more than two hours per driver.
  - 11.2.3. The driver is responsible to inspect the pressure and condition of all tires **before every trip** in a Louise ISD twelve- or fifteen-passenger van. There will be **no exceptions**. The cold pressure should match the manufacturer's recommended cold pressure on the vehicle identification placard. The driver is responsible to either:
    - 11.2.3.1. Conduct and document this inspection;
    - 11.2.3.2. Be present when the Louise ISD mechanic conducts and documents this inspection; or
    - 11.2.3.3. Have in his or her possession the written documentation that the Louise ISD mechanic conducted the inspection on the date the van is used.
  - 11.2.4. Cargo is **not** to be placed on the roof.
  - 11.2.5. If carrying fewer than fifteen passengers, passengers **must** sit as far forward in the vehicle as possible.
  - 11.2.6. Cargo (band instruments, athletic equipment, etc.) carried inside the vehicle **must** be carried as low and as far forward in the vehicle as possible, preferably on the floor under the seats.
  - 11.2.7. **Seat belts shall be worn at all times**, by both driver and all passengers.
    - 11.2.7.1. It shall be the responsibility of the driver to insure that all passengers are buckled up, even when the passengers are adults.
    - 11.2.7.2. Texas state law requires that all student passengers be secured by a safety belt (*Texas Education Code 34.003(c)*).
  - 11.2.8. When transporting students in passenger vans (or passenger cars), the driver shall ensure that the number of passengers in the vehicle does not exceed the designed capacity of the vehicle (*Texas Education Code 34.003(c)*).
  - 11.2.9. Because of the increased risk of rollover accidents, **speed shall not exceed the lowest of**:
    - 11.2.9.1. 65 mph on rural multi-lane paved roads with a paved shoulder;
    - 11.2.9.2. 55 mph on rural two-lane paved roads and urban multi-lane paved roads;
    - 11.2.9.3. 25 mph on any unpaved road;
    - 11.2.9.4. The posted maximum speed limit; or
    - 11.2.9.5. A speed reasonable and prudent to avoid an emergency situation, given current conditions of weather, traffic, light, and road conditions.
- 11.3. In addition to following all of the above rules, all operators of twelve- and fifteen-passenger vans should review the NHTSA publication *Reducing the Risk of Rollover Crashes in 15-Passenger Vans*. All drivers of twelve- and fifteen-passenger vans may also be required to attend additional orientation and training before being allowed to operate these vehicles.



# REDUCING THE RISK OF ROLLOVER CRASHES IN 15-PASSENGER VANS

Fifteen-passenger vans typically have seating positions for a driver and 14 passengers. They are widely used by community organizations to take members on short trips and outings. Colleges use them to drive sports teams to intercollegiate games and vanpools use them for commuters.

## What increases the risk of rollover crashes?

Recent research conducted by the National Highway Traffic Safety Administration (NHTSA) has found that the risk of a rollover crash is greatly increased when 10 or more people ride in a 15-passenger van. This increased risk occurs because the passenger weight raises the vehicle's center of gravity and causes it to shift rearward. As a result, the van has less resistance to rollover and handles differently from other commonly driven passenger vehicles, making it more difficult to control in an emergency situation. Placing any load on the roof also raises the center of gravity and increases the likelihood of a rollover.

## What situations can cause a rollover?

A rollover crash is a complex event, heavily influenced by driver and road characteristics as well as the design of the vehicle. In studies of single-vehicle crashes, NHTSA has found that more than 90 percent of rollovers occur after a driver has lost control of

the vehicle and has run off the road. Three major situations can lead to a rollover in a 15-passenger van.

- **The van goes off a rural road.** If this occurs, the van is likely to overturn when it strikes a ditch or embankment or when it is tripped by an object or runs onto soft soil.
- **The driver is fatigued or driving too fast for conditions.** A tired driver can doze off and lose control. The driver can also lose control when traveling at a high speed causing the van to slide sideways off the road. The grassy or dirt medians that line highways can often cause the van to overturn when the tires dig into the dirt.
- **The driver overcorrects the steering as a panic reaction to an emergency or to a wheel dropping off the pavement.** Especially at freeway speeds, this situation can cause the driver to lose control, resulting in the van sliding sideways and rolling over.





### What can organizations do to protect their passengers?

Over the past decade, 80 percent of people killed in rollover crashes in 15-passenger vans were unbelted. Passengers can dramatically reduce their risk of being killed or seriously injured in a rollover crash by simply using their seat belts. Organizations that own 15-passenger vans should have a written seat belt use policy. Drivers should be responsible for enforcing the policy.

Seat belt use is especially critical because large numbers of people die in rollover crashes when they are partially or completely thrown from the vehicle. NHTSA estimates that people who wear their seat belts are about 75 percent less likely to be killed in a rollover crash than people who don't.

### Does an experienced driver make a difference?

Significant differences in the design and handling characteristics of a 15-passenger van make it drive differently from other passenger vehicles. Therefore, an organization that owns a 15-passenger van should select one or two experienced drivers to drive the van on a regular basis. These drivers will gain valuable experience handling the van. This experience will help make each trip a safe one.

### How can rollover crashes be prevented?

Because most rollover crashes don't involve other vehicles, they are often preventable. Here are some tips for drivers to minimize the risk of a rollover crash and serious injury:

- **Avoid conditions that lead to a loss of control.** Never drive while under the influence of alcohol or other drugs. Make sure you are well rested and attentive, and always slow down if the roads are wet or icy.

- **Drive cautiously on rural roads.** Be particularly cautious on *curved* rural roads and maintain a safe speed to avoid running off the road.
- **Know what to do if your wheels drop off the roadway.** If your wheels drop off the roadway, or pavement, *gradually* reduce speed and steer back onto the roadway when it is safe to do so.
- **Properly maintain your tires.** Make sure your tires are properly inflated and the tread is not worn down. Worn tires can cause your van to slide sideways on wet or slippery pavement. Improper inflation can cause handling problems and can lead to catastrophic tire failures, such as blowouts. Therefore, check tire pressure and treadwear once a month.

### What are other considerations for safe driving?

When a 15-passenger van is not full, passengers should sit in seats that are in front of the rear axle.

More than 15 people should never be allowed to ride in a 15-passenger van.

Because a 15-passenger van is substantially longer and wider than a car, it:

- Requires more space and additional reliance on the side-view mirrors for changing lanes
- Does not respond as well to abrupt steering maneuvers
- Requires additional braking time.



DOT Auto Safety HotLine  
888-327-4236  
TDD 800-424-9153



## Section 12

# Non-Owned Vehicles

- 12.1. The use of employee's (aka non-owned) vehicles for school business is discouraged. If a school-owned vehicle is available, it should be utilized. However, recognizing that there will be situations where this activity is unavoidable, Louise ISD imposes the following policy:
- 12.1.1. All other parts of this Policy apply to the operators of non-owned vehicles.
  - 12.1.2. Non-owned vehicles are to be driven by licensed adults; **not students**. Students are not to be asked to drive vehicles to or from any Louise ISD event or for any purpose on behalf of Louise ISD.
  - 12.1.3. Requests for mileage must be approved by the employee's direct supervisor before the trip is taken. Failure to do so may result in the delay or denial of mileage reimbursement.
  - 12.1.4. To be eligible for mileage reimbursement, a travel request must be submitted and approved in advance. Obtain travel request forms from your supervisor or from the district business office.
  - 12.1.5. Mileage reimbursement is not available for those employees receiving travel allowances.
  - 12.1.6. No reimbursement for mileage will be made to an employee for use of a non-owned vehicle if a school-owned vehicle is available, unless approved in advance by the employee's supervisor.
  - 12.1.7. Drivers of non-owned vehicles are required to carry personal auto liability insurance at all times, regardless of whether the driver is being reimbursed mileage or paid a travel allowance or stipend.
    - 12.1.7.1. The insurance verification card must be carried in the vehicle while it is in use.
    - 12.1.7.2. The personal auto liability policy for the non-owned vehicle will be the first-dollar responder in the event of an accident. Mileage reimbursement rates take into account fuel costs, maintenance, depreciation, *and* primary insurance coverage.
    - 12.1.7.3. The driver/owner of a non-owned vehicle will be required to provide proof of current liability insurance before reimbursement will be made.
      - 12.1.7.3.1. You must submit a photocopy of your insurance card along with your request for reimbursement, unless a copy of the current insurance card is already on file in the business office.
- 12.2. No coverage is provided for vehicle repairs to an employee's vehicle. The owner is responsible for all repairs.
- 12.3. Drivers of non-owned vehicles should **immediately report all accidents to his or her insurance company, and to his or her supervisor.**

## Section 13

# Utility Vehicles

- 13.1. School police and/or the campus administrator will monitor the operations of utility vehicles. If in their judgment hazardous operations occur, they may cite the driver, which will result in loss of privilege to drive the vehicle.
- 13.2. The following rules apply to the operation of utility vehicles:
- 13.2.1. Only authorized employees are allowed to operate utility vehicles. **STUDENTS ARE NOT ALLOWED TO OPERATE UTILITY VEHICLES.**

- 13.2.2. No more than two persons will be allowed on a utility vehicle at one time.
- 13.2.3. The speed limit shall be no more than **5 mph** on sidewalks and grass.
- 13.2.4. Vehicles shall not be operated on public roadways. Operation on campus roadways is subject to written school police and/or campus administrator approval and subject to all applicable traffic laws. Vehicles must otherwise be driven on sidewalks or on grassy areas.
- 13.2.5. Drivers must yield to pedestrians at all times.
- 13.2.6. Occupants of the vehicles must remain seated in the designated passenger compartment when the vehicle is in motion. Arms and legs must remain in the vehicles while in motion.
- 13.2.7. Every effort should be made to prevent equipment or supplies from protruding out of the side of the vehicle while in transit.
- 13.2.8. Use directional or hand signals before making a turn.
- 13.2.9. Do not pass another utility vehicle which is also in motion.
- 13.2.10. Set the parking brake when not in transit.
- 13.2.11. Unless the utility vehicle is equipped with head and taillights, they may **not** be operated at night.
- 13.2.12. Utility vehicles will **not** drive through playground areas during school hours, or during any time that the playground is occupied.

#### **Section 14**

### **Vehicle Maintenance and Safety Inspections**

- 14.1. The responsibility for safely operating all Louise ISD vehicles lies ultimately with the driver.
  - 14.1.1. On assigned vehicles, it shall be the driver's responsibility to complete a daily safety checklist on any vehicle driven.
  - 14.1.2. Motor pool vehicles should be inspected by the driver upon check-out.
- 14.2. A suggested daily safety checklist for light vehicles is:
  - 14.2.1. Walk around the vehicle, checking for body damage, glass breakage, damaged lamps, etc.
  - 14.2.2. Check tire wear and inflation.
  - 14.2.3. View under vehicle for wet spots possibly caused by a fluid leak.
  - 14.2.4. Check fluid levels to include engine oil level and coolant reservoir level.
  - 14.2.5. Check the safe operation of all controls.
  - 14.2.6. Check the safe operation of seat belts.
- 14.3. Inspection, maintenance, and repair of motor pool vehicles are the responsibility of [Insert manager's name or position].
- 14.4. Scheduled maintenance and repair of assigned vehicles are the responsibility of Mr. Obenhaus, Transportation Director. If you have an assigned vehicle, they will advise you of the required maintenance schedule. If a vehicle you are driving needs attention, let Mr. Obenhaus know immediately.
- 14.5. All employees operating a non-owned vehicle are required to maintain it in good working order, and to comply with all city, state, and federal laws relating to its operation (current state safety inspection, registration, etc.).

## *Section 15*

# **Vehicle Security**

- 15.1. The security of Louise ISD vehicles is of high importance. Employees are expected to take all reasonable steps to insure that vehicles and cargo are secure from theft and vandalism. When unattended:
- 15.1.1. Vehicle interiors shall be secured: windows up, doors locked, and keys removed.
  - 15.1.2. Cargo should not be left unattended.
  - 15.1.3. Tools should be secured inside the vehicle or in exterior locked compartments, out of sight.
  - 15.1.4. Vehicles that are parked off-site should be parked in a well-lit area, and should not be parked on the street.
  - 15.1.5. Do not leave target theft items (especially computers) in plain view inside a locked vehicle. These items are a magnet for thieves and it only takes a few moments for a smash-and-grab theft to occur.
- 15.2. [Insert here your school's policies on where buses, motor pool, and assigned vehicles are to be stored at night, and any other vehicle security policies you may have]

## *Section 16*

# **The Accident Scene**

- 16.1. Following a vehicle accident:
- 16.1.1. Safely secure your vehicle and activate the hazard flashers.
  - 16.1.2. Notify dispatch by two-way radio or wireless phone of your exact location and your need for emergency assistance.
    - 16.1.2.1. Alternately, if you do not have a two-way radio or wireless phone, flag down a passing motorist and ask them to call 911, and then to call school authorities.
  - 16.1.3. Evaluate the situation. Evacuate your passengers only if necessary and doing so puts them in less danger than remaining in the vehicle.
  - 16.1.4. Provide first aid for all persons involved, including those in other vehicles.
  - 16.1.5. Secure the cooperation of witnesses. Get their full name and phone number.
  - 16.1.6. If it is a school bus accident, record the names and seating locations of each student at the time of the accident.
  - 16.1.7. **Do not discuss the accident** with anyone except law enforcement and school authorities.
    - 16.1.7.1. If necessary, politely ask the police officer to step away so your conversation is not within hearing range of others.
    - 16.1.7.2. **Do not admit fault.**
    - 16.1.7.3. After the accident, **do not speak to anyone** that contacts you unless they identify themselves as representing the Property Casualty Alliance of Texas (the school's fleet insuring organization) or Edwards Claims Administration (the school's fleet claims administrator). Tell all others that they should contact the Superintendent of Schools.
  - 16.1.8. Obtain information from all parties involved in the accident (school authorities who arrive on scene may perform this for you, but it is ultimately your responsibility). Information should include all items outlined in 16.2 below.
- 16.2. Within 24 hours of the accident, or the next business day, the driver must complete and sign a Driver's Report of Accident and turn it in to his or her supervisor, with a copy to the business office. This report should include ALL of the following:

- 16.2.1. Make, model, year, and license plate number of all vehicles involved, including yours.
- 16.2.2. Name, address, and phone number of ALL parties involved, including other vehicle drivers and passengers. Obtain the driver's license numbers of other drivers involved.
- 16.2.3. Insurance company information of all other drivers involved, including the policy number, company name, agent's name, and agent's phone number.
- 16.2.4. Name, address, and phone number of ALL witnesses to the accident.
- 16.2.5. If it is a school bus accident, the seating chart for the bus with an indication of which students were actually on the bus. Your seating chart should include the name, address, and phone number of your students.
- 16.2.6. Date and exact location of the accident.
- 16.2.7. Description of the accident.
- 16.2.8. If any parties were injured, name of the hospital(s) they were taken to.
- 16.2.9. Place where your vehicle was towed, and by whom.

## **Section 17**

### **Accident Review and Follow-up**

- 17.1. Louise ISD shall establish and maintain a method for review and follow-up of all vehicle accidents.
- 17.2. Studies have repeatedly shown that at least 75% of all vehicle accidents are **preventable**. Louise ISD believes that something positive should come from every auto accident. The primary purpose of an accident review process is to take managerial steps to help prevent recurrence of further, similar accidents:
  - 17.2.1. The **root cause** of the accident should be determined.
  - 17.2.2. **Corrective action** should be taken to help prevent a recurrence of the specific root cause that led to the accident. The list of possible corrective actions is large, and will be determined by the root cause. Corrective actions may include re-training, re-routing, new vehicle maintenance activities, changes to vehicle configuration(s), etc.
    - 17.2.2.1. If the root cause is a system failure, such system failure shall be corrected.
    - 17.2.2.2. If the root cause is determined to be driver inattention, failure to follow defensive driving principles, or neglect of established driving safety rules, corrective action may include driver consequences.
- 17.3. The Louise ISD Safe Driver Review Board shall be established under the authority of the Louise ISD School Board. The purpose of the Safe Driver Review Board is to:
  - 17.3.1. Review and investigate all Louise ISD vehicle accidents.
    - 17.3.1.1. All vehicle accidents are to be reviewed, regardless of whether the school is or might be financially responsible for paying a claim.
    - 17.3.1.2. This action will include a review of Louise ISD accident reports, police reports, witness statements, court actions, and the testimony of the driver(s) involved.
  - 17.3.2. Make a determination of whether the accident was **preventable** from the perspective of the employee driver.
  - 17.3.3. Recommend corrective action to the appropriate manager(s), as dictated by the judgment of the Safe Driver Review Board **and** by the provisions of this Policy.
  - 17.3.4. Review any accident or conviction that has been requested in writing by a Louise ISD driver, if said accident or conviction has caused the driver's MVR to become unacceptable.
  - 17.3.5. Assess or reassess MVR points for any accident or conviction, following the approved point system as outlined in this Policy.

- 17.3.6. Render a quarterly report on the activities of the Safe Driver Review Board to the Superintendent.
- 17.4. The Safe Driver Review Board shall consist of five members, appointed by the Louise ISD Superintendent of Schools to serve a term of one school year. Members for the upcoming school year will be appointed in May. The membership shall consist of:
- 17.4.1. Director of Transportation
  - 17.4.2. At least one bus driver
  - 17.4.3. One employee from Plant Operations
  - 17.4.4. One employee from Curriculum & Instruction
  - 17.4.5. School Business Manager
- 17.5. The Louise ISD Superintendent shall appoint the Chairperson for the Safe Driver Review Board.
- 17.5.1. The Chairperson shall be responsible to schedule the Safe Driver Review Board meetings on the Louise ISD calendar.
- 17.5.1.1. The Board shall meet at least annually during the months that school is in session, and at any other times determined by the Chairperson and/or Superintendent.
  - 17.5.1.2. A schedule for the entire school year will be established in August.
  - 17.5.1.3. If, immediately prior to the regularly-scheduled meeting, the Chairperson determines that there is no new or old business for the Safe Driver Review Board to consider, he or she may cancel that meeting by giving the appropriate notice to the members. However, the reason for such cancellation must be included in the regular report rendered to the Superintendent.
- 17.5.2. The Chairperson shall be responsible to gather and present all relevant data (such as accident and police reports) at the meetings, and to schedule the testimony of witnesses and drivers.
- 17.6. The determination of preventability, the assignment of MVR points, and the recommendation of disciplinary action will be made by a majority vote of the attending members of the Safe Driver Review Board.
- 17.6.1. At least three voting members must be present to conduct business and cast votes.
  - 17.6.2. The Chairperson will only vote in the event of a tie.
- 17.7. When determining the preventability of vehicle accidents from the perspective of the employee driver, the Safe Driver Review Board shall adhere to the National Safety Council's definition of a preventable collision: ***"A preventable collision is one in which the driver failed to do everything reasonable to avoid it."***
- 17.7.1. Consistent with this definition, and unless there are significant extenuating circumstances, the following driver failures should constitute adequate grounds for ruling an accident preventable:
- 17.7.1.1. Failure to follow defensive driving practices as outlined in or sponsored by the National Safety Council driving course.
  - 17.7.1.2. Failure to adjust speed to conditions of light, weather, road, or traffic.
  - 17.7.1.3. Failure to recognize and adjust to driver's own temporary physical, mental, or emotional condition.
  - 17.7.1.4. Failure to adjust to clearance at top, sides, front, or rear of vehicle.
  - 17.7.1.5. Failure to maintain an adequate following distance with the vehicle ahead.
  - 17.7.1.6. Failure to observe conditions at rear of vehicle while backing.
  - 17.7.1.7. Failure to yield right-of-way when necessary to avoid an accident.

- 17.7.1.8. Failure to yield when necessary to avoid an accident (even when possessing the right-of-way), if it was within the reasonable power of the school driver to do so.
  - 17.7.1.9. Failure to control speed so as to be able to stop within assured clear distance ahead.
  - 17.7.1.10. Failure to observe traffic laws and ordinances.
  - 17.7.1.11. Failure to observe Louise ISD safety rules, operating rules, or special instructions.
  - 17.7.1.12. Failure to observe safe practices taught in school training programs or supervisory bulletins.
  - 17.7.1.13. Failure to report and correct obvious vehicle deficiencies (i.e., faulty brake signal lights).
- 17.8. Upon review by the Safe Driver Review Board of all accidents involving owned, leased, hired, or non-owned Louise ISD vehicles, and a determination that the accident was *preventable* from the perspective of the employee driver, and assuming that the employee still possesses an acceptable MVR (if the employee's MVR is unacceptable, the employee's driving privileges **shall be immediately suspended**), the following actions will be recommended to management:
- 17.8.1. First preventable accident in the preceding three years:
    - 17.8.1.1. Employee will be required to attend a counseling meeting with his or her supervisor.
    - 17.8.1.2. Written reprimand will be placed in the employee's file.
    - 17.8.1.3. The employee must successfully complete, at his or her own expense, a National Safety Council Defensive Driving Course within (60) days of being notified of the Safe Driver Review Board's decision. Driving privileges will not be suspended during this time. However, if the employee has not successfully completed the DDC course by the 60<sup>th</sup> day, driving privileges shall be suspended until such time that the course is successfully completed.
    - 17.8.1.4. The employee may also be required to complete re-training on identified safe driving deficiencies with Louise ISD's Driver Trainer or supervisor.
    - 17.8.1.5. Other possible disciplinary action, **up to and including termination**.
  - 17.8.2. Second preventable accident in the preceding three years:
    - 17.8.2.1. Employee will be suspended one day without pay.
    - 17.8.2.2. Employee will be required to attend a counseling meeting with his or her supervisor **and** department head.
    - 17.8.2.3. Written reprimand will be placed in the employee's file.
    - 17.8.2.4. The employee must successfully complete, at his or her own expense, a National Safety Council Defensive Driving Course within (60) days of being notified of the Safe Driver Review Board's decision. Driving privileges **shall be** suspended until this course is successfully completed.
    - 17.8.2.5. The employee **shall be** required to complete re-training on identified driving deficiencies with Louise ISD's Driver Trainer or supervisor.
    - 17.8.2.6. Other possible disciplinary action, **up to and including termination**.
  - 17.8.3. Third or subsequent preventable accident in the preceding three years:
    - 17.8.3.1. Employee will be suspended three days without pay.
    - 17.8.3.2. Employee's driving privileges will be suspended.
    - 17.8.3.3. Employee will be required to attend a counseling meeting with his or her supervisor **and** Superintendent.
    - 17.8.3.4. Written reprimand will be placed in the employee's file.
    - 17.8.3.5. Other possible disciplinary action, **up to and including termination**.

- 17.9. Following a third at-fault accident in the preceding three years, driving privileges can only be reinstated, on a probationary basis, after the employee has:
- 17.9.1. Established a period of twelve consecutive months with zero (0) points on the MVR;  
**and**
  - 17.9.2. Has successfully completed, at his or her own expense, a National Safety Council Defensive Driving Course within the ninety (90) days preceding the request for reinstatement;  
**and**
  - 17.9.3. Obtained the written approval of the Superintendent to return to driving duties on a probationary basis.
- 17.10. The Safe Driver Review Board will not routinely review accidents involving employees that occurred before the adoption of this Policy. However, if a new at-fault accident occurs, the driver's supervisor or the Safe Driver Review Board may take an employee's at-fault accidents (determined by supervisory review, Board review, or court action) into consideration when reviewing a new at-fault accident and recommending administrative action.
- 17.11. Louise ISD has a responsibility for the safety of the motoring public as well as its own employees and students. Therefore, Louise ISD may suspend an employee's driving privileges at any time if management justifiably believes the employee is an unusually high vehicle accident threat.



## Acknowledgement of Receipt

I have been given a copy of the Louise ISD White Fleet Safety Policy, I have read its contents, and I am aware of the policies, procedures, and rules, as well as my responsibilities, contained therein.

Employee name (print):

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TX Driver's License:

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Employee signature:

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Insurance Company:

---

Date: \_\_\_\_\_

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

*Employee Copy*

## Acknowledgement of Receipt

I have been given a copy of the Louise ISD White Fleet Safety Policy, I have read its contents, and I am aware of the policies, procedures, and rules, as well as my responsibilities, contained therein.

Employee name (print):

TX Driver's License:

---

---

Employee signature:

Insurance Company:

---

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Date: \_\_\_\_\_

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

*School Copy – Sign and return to your supervisor*