

CAPISTRANO UNIFIED SCHOOL DISTRICT

MOTOR VEHICLE SAFETY

DRIVER SELECTION

The selection of Employees who will be required to drive full or part-time should be done with care. Drivers of District vehicles can be considered qualified when they meet the following criteria:

1. Possess a valid California driver's license of the proper class.
2. A review of their traffic record shows that they do not pose an unreasonable risk.
3. Successfully pass a road test administered by their Supervisor where required.

DRIVER TRAINING

All District drivers should be trained in safe driving habits through use of the National Safety Council's Defensive Driving Course or equivalent. The course should be given to each driver at least once every three years. The course teaches skills in:

1. Defensive driving.
2. Split-second decision-making.
3. Backing-up rules.
4. Safe distances.
5. Intersection driving.
6. Poor weather condition driving.
7. Traffic accident investigation techniques.
8. Traffic report writing.

PREVENTIVE MAINTENANCE

Establishment of a preventive maintenance program for all District vehicles is essential. Record jackets should be maintained on all vehicles so that a log can be maintained on all planned maintenance, as well as repairs made from noted defects.

VEHICLE INSPECTION

The Operator shall inspect each vehicle or piece of equipment on a daily basis before and after operation. Each Operator is responsible for the safe condition of the equipment.

Any vehicle having steering or brake problems is not to be operated until a qualified mechanic has made repairs. Any other unsafe conditions are to be reported to the Operator's Supervisor as soon as possible.

VEHICLE OPERATION

All District vehicles and equipment are to be operated in a safe manner at all times and adhere to all applicable laws. The Operator is totally responsible for the safe operation of the equipment. The vehicle Operator shall report any and all vehicle accidents or damage no matter how minor to their Supervisor immediately.

DRIVER SAFETY PROGRAM

INTRODUCTION

The operation of vehicles is indispensable in conducting District business. The way in which each vehicle is handled will directly affect the loss picture of the entire District. Fleet losses are potentially one of the most costly types of losses that an operation can incur.

The types of exposure that involve the fleet program include: property damage, bodily injury, fatalities, liability suits, and workers' compensation cases.

The claims cost that would result from losses incurred can mount to dollars that will adversely affect our efforts to accomplish District objectives. To help prevent vehicle accidents and the type of loss exposures associated with them, the following guidelines have been established:

POLICY

The success and the safety of our Employees depend on the mutual cooperation of each Employee who has been entrusted with the responsibility of driving a District vehicle or their own vehicle while conducting District business.

In order to reduce vehicle accidents and to limit the District's liability because of driver negligence, the District has adopted a **District Driver Safety Program**.

PROCEDURE

The procedures set forth in the **District Driver Safety Program** will be the guidelines for Management adherence to this policy.

RESPONSIBILITY

The Supervisors have the primary responsibility for the **District Driver Safety Program**. The Supervisor will appoint a responsible representative to report all driver information requested by our insurance broker.

MONITORING

The Supervisor is to be responsible for the records of the **District Driver Safety Program**. Duties will include, but not be limited to:

1. Be responsible for monitoring the driving record of those persons who operate the District vehicles or their own "personal" vehicle while on company business.
2. Monitor the **District Driver Safety Program** and report to management any suggestions for improvement or needed changes.
3. Monitor the maintenance policy of fleet vehicles so that they are kept in safe condition.
4. Review each vehicle accident/incident report or infraction with management.
5. Monitor renewals of insurance records.

DRIVERS

Drivers of vehicles that are owned, rented, or leased by the District will be required to follow defensive driving techniques and practices. The basic defensive driving practices are to plan ahead and do everything that one can reasonably do to prevent an accident/incident. This is to include the use of seat belts. The following guidelines will also be followed:

1. Drivers must possess a valid California driver's license in order to operate any District vehicle or their own personal vehicle on District business. The duties of drivers will be reviewed to see if they will involve the operation of vehicles that require a chauffeur's license or other special license. The Employee's Supervisor or personnel staff will note the requirement at the time of hire. Job descriptions will state the requirements for a California driver's license to include the type of license.
2. The driver should be physically and mentally capable of driving the vehicle he or she is assigned to drive, whether the vehicle be a car, van, utility vehicle or truck.

PRE-OPERATION OF VEHICLES

Prior to the assignment of any vehicle to any Employee or prior to allowing an employee to drive their own vehicle on District business, the following minimum standards will be implemented and records maintained to insure that the Driver is qualified to drive the vehicle and minimize the risk of liability to the District.

INITIAL ASSIGNMENT

1. Verification and recording of date and type of Driver's license held, and renewal date noted;
2. A review of the Driver's State Motor Vehicle Record for the most recent three-year period to include the following:
 - a. Review of the accident report history showing the dates and types of accident regardless who was at fault.
 - b. Review of the traffic violations for the last three years.

Unacceptable limits are 6 points accumulated or any major conviction during the past 36 months prior to employment.

3. Confirmation of personal insurance for those driving their personal vehicle on District business.
4. Physical examinations when required by the state for the driving of specified vehicles or by funding and licensing contract.

POINT SYSTEM

The following criteria will be used in order to determine the acceptability of all drivers.

1 point- minor conviction of a moving violation

1 point- minor accident (no injuries)

NOTE: these will not be considered if a driver is able to remove the citation by going to traffic school.

2 points- serious accident (those involving injury to any person which requires medical attention).

Continuing criteria as a District driver.

- a. Points will be doubled if driving a District vehicle.
- b. 2 points will be applied for failure to report a violation or accident regardless of how minor, involving a District vehicle to the Driver's Supervisor.
- c. A warning letter will be issued at 4 points or at the time of any preventable accident. At 6 points the Supervisor will investigate the matter, corrective action will then be determined.
- d. The Driver with a major conviction shall be immediately suspended from driving any District vehicle or their personal vehicle on District business.
- e. Driving a District vehicle while under the influence of drugs or alcohol will subject the Employee to disciplinary action up to and including termination.

ANNUAL REVIEW

Once each year a request for current license information will be sent to each Employee. Employees who drive a District vehicle or if they request mileage reimbursement for driving their personal vehicle on District business will have their personal driving record reviewed.

It will be the responsibility of the Employee to respond in a timely manner. Failure to respond to the requested information by personal vehicle drivers may result in the delay in mileage reimbursements.

A review of each driver's file and record will be made annually and will include all of the criteria above as appropriate for each Employee. This will not preclude request of driver's records for review by the Supervisor as deemed necessary.

DEFINITIONS

Major Convictions: Major convictions include but are not limited to:

- a. Driving while intoxicated or under the influence of alcohol or drugs;
- b. Failure to stop and report an accident;
- c. Homicide, manslaughter or assault arising out of the operation of a motor vehicle;
- d. Driving during a period when license is suspended or revoked;
- e. Reckless driving;
- f. Possession of an open container of alcoholic beverage; speed contest; drag or highway racing;
- g. Attempting to elude a Peace Officer.

Minor Convictions: Any moving traffic violation other than a major conviction except the following:

- a. Motor vehicle equipment, load or size requirements;
- b. Improper display or failure to display license plates provided such plates exist;
- c. Failure to have in possession a valid driver's license.

Preventable Accident: A preventable accident is defined by the National Safety Council as: "Any vehicle accident involving a vehicle which results in property damage and/or personal injury regardless of who was injured, what property was damaged, to what extent, or where it occurred in which the driver in question failed to exercise reasonable precaution to prevent the accident."

Chauffeur: According to the California Department of Transportation Motor Vehicle Division, Chauffeur means a person who is employed by another for the principal purpose of driving a motor vehicle, or a person who drives a school bus transporting school children or any motor vehicle when in use for the transportation of persons or property for compensation, but does not include a car pool operator.

Vehicular Accident: Any accident occurring between a District vehicle (or private car when Employee is on official District business and has been formerly authorized mileage) and another vehicle, pedestrian, animal or fixed object.

SPECIAL NOTE

Police shall be called to investigate all District vehicle accidents, and it is incumbent upon the supervisor to insure that all facts are obtained with respect to the driver. **Under no circumstances** should any Employee make any statement relative to liability or draw any conclusions as to the facts asserted at the scene of the accident.

The occurrence of a vehicle accident may or may not be the fault of the Employee. Therefore, it is imperative that the same investigative procedure which was outlined for the industrial accidents be used to determine the cause of accident and corrective action taken by the Employee's immediate Superior.

QUESTIONS TO HELP DETERMINE

IF A VEHICLE ACCIDENT WAS PREVENTABLE

One basic question in determining preventability is: “Did our Employee take every reasonable precaution to avoid the vehicle accident?” If “NO,” our driver was not driving defensively and, thus, the accident should be judged “preventable.” Please note that legal liability or any citations should never influence the decision of determining preventability of an accident.

Answer the following questions which adhere to the given situation(s):

1. **Intersection Accidents**

- a. Did our Employee approach the intersection at a controlled speed that was reasonable for the conditions?
- b. Was our Driver prepared to stop before entering the intersection regardless of right of way?
- c. Did our Driver avoid entering an intersection on the amber signal?
- d. Did our Driver avoid overtaking or passing at the intersection?
- e. At a blind corner, did our Driver approach slowly, with a foot on the brake pedal?
- f. Did our Driver make certain all other Drivers were stopping for a traffic light or stop sign?
- g. Was our Driver alert for the turns of other vehicles?
- h. Did our Driver signal his/her change in direction well in advance?
- i. Did our driver allow oncoming traffic to clear before making a left turn?
- j. Did our Driver turn from the proper lane?

2. We Pulled from Parked Position

- a. Did our Driver look to the front and rear for approaching traffic immediately before pulling out?
- b. Did our Driver look back, rather than depending upon the rear vision mirrors?
- c. Did our Driver signal before pulling away from the curb?
- d. Did our Driver start out only when an action would not require traffic to change its speed or direction in order to avoid our vehicle?
- e. Did our Driver continue to glance back while pulling out?

3. We Hit the Other Vehicle in the Rear

- a. Did our Driver adjust speed to the conditions of the road, visibility, and traffic?
- b. Was our Driver maintaining a safe following distance for conditions?
- c. If a vehicle pulled in front of our vehicle, did our Driver drop back and re-establish the proper following distance?
- d. Did our Driver approach the green traffic light cautiously, expecting the Driver ahead to stop suddenly on a signal change?
- e. Did our Driver look ahead of the vehicle in front for possible emergencies?

4. **We Were Backing:**

a. Was it necessary to back?

1. Did our Driver have to park so close to the vehicle or obstacle ahead that backing was necessary when leaving the parking space?
2. Was it necessary to drive into a narrow street, dead-end, alley or driveway from which backing resulted?

b. If our Driver could not see where to back:

1. Did the Driver try to get someone as a guide?
2. Did the Driver walk around the vehicle before getting in?
3. Did the Driver back immediately after walking around?
4. If applicable, did the Driver use the cone policy correctly?
5. Did the Driver use the horn while backing?
6. Did the Driver look to the rear without depending on the rear vision mirrors?
7. Did the Driver back slowly?

5. **We Skidded**

- a. Did our Driver travel at a speed safe for the conditions of weather and road?
- b. Was our Driver keeping a safe following distance?
- c. Was our Driver alert for loose gravel, sand, ruts, etc.?

6. Pedestrians

- a. Did our Driver tap the horn to alert pedestrians of our vehicle approach?
- b. Did our Driver pass through congested section anticipating that pedestrians might step in front of the car?
- c. Did our Driver keep as much clearance between our vehicle and parked cars as conditions permitted?
- d. Did our Driver interpret the pedestrian's next action or intention?
- e. Did our Driver check the location of pedestrians before staring at a green signal?
- f. Did our Driver give all pedestrians the right of way?
- g. Did our Driver refrain from passing a stopped school bus?
- h. Did our Driver account for all children before starting up?
- i. Was our Driver alert for signs of children who might run into the path (balls rolling into street, etc.)?

7. Others Hit Us While We Were Stopped or Parked:

- a. Did our Driver properly signal his/her intention to stop?
- b. Did our Driver avoid coming to a sudden stop?
- c. Was our Driver parked on the proper side of road?