

Davis School District

Accident Management Procedures and Guidelines

Office of Risk Management

1. All accidents/collisions/incidents/vandalism (herein collectively referred to as accidents) involving District vehicles, regardless of the amount of damages or personal injuries sustained, shall be reported immediately to the driver's supervisor and to the Risk Management Department. Failure to report an accident shall be cause for disciplinary action.
2. An employee involved in any accident while operating District vehicles or equipment will be required to submit to drug and alcohol testing. Those employees who are required to hold a CDL to perform the functions of their work duties shall be subject to drug and alcohol testing in accordance with federal and state statute and regulations. Bus drivers shall also be subject to the regulations in the ["State and Federal Standards in the Pupil Transportation Drug and Alcohol Testing Policies and Procedures"](#) handbook. Failure to submit to a drug and alcohol test; or testing positive for drug use; or prohibited levels of alcohol as outlined in applicable law; shall be subject to disciplinary action, up to and including termination.
3. A Vehicle Collision Report Form shall be completed by the end of the employee's shift for any accident regardless of the amount of damage sustained to any District vehicle or equipment.
4. All accidents shall be investigated by the District Safety Coordinator or his/her designee.
5. All accidents involving any personnel injury and/or accidents for which the estimated damages exceed Ten-thousand dollars (\$10,000) shall be reviewed by the Safety Committee established in District Policy 3RM- Safety Issues in the Workplace.
6. The District Safety Review Committee shall hold a fact-finding meeting to determine if the accident was preventable or non-preventable.
 - [a] The driver involved in the accident has the right to attend the fact-finding meeting to explain the situation and answer questions of the Committee.
 - [b] The Committee shall inform the driver of their findings in a timely manner.
 - [c] An employee may appeal the findings and recommendations of the Committee by following the appeals procedure outlined in the District Grievance Procedure found in the educators and classified negotiated agreement.
7. Administrative actions shall be taken based on the findings and recommendations of the Committee as follows:
 - [a] If the accident was **non-preventable**, a statement to that effect shall be included in the employee's personnel file and no disciplinary action will be recommended.
 - [b] If the accident was **preventable**, procedures of remediation and disciplinary action shall be implemented according to the degree of culpability, severity of the accident and service record of the employee.
 - [c] A preventable accident shall be assigned a point value based on total amount of damages, in accordance with Accident Guidelines established by the Risk Management Department.
 - [d] An employee's points shall be accumulated and maintained by the employee's supervisor. Disciplinary action shall be taken in response to the number of points an employee has accumulated in accordance with the Accident Guidelines.

[e] Accidents caused by gross negligence, resulting in severe personal injury or fatality will not be limited to the Accident Guidelines. In such cases, the District may impose appropriate disciplinary action, up to and including termination.

[f] When disciplinary action is imposed, the employee shall be afforded all due process rights in accordance with District policy.

8. Driver Education instructors shall not be disciplined under these driver accident guidelines for vehicle accidents resulting from the actions of student drivers who are operating District vehicles under the instructor's supervision, as part of a District Driver Education course unless a valid investigation by the District or a court of law finds the instructor was grossly negligent in their instruction or driving supervision.

Accident Guidelines

Point Value			
Total Amount of Damages Per Incident (Bus other Vehicles and Property)	1st Incident	2nd Incident	3rd Incident
\$0 to \$5000	30	60	120
\$5001 to \$10,000	70	140	200
\$10,001 to \$15,000	100	200	400
\$15,001 and up	150	400	400

Recommendations and Point Assessment Criteria

Substitute Drivers and First Year Drivers (180 working days) with 45 or more points

Meet with department safety person or department head. Substitute drivers and first year drivers may be required to repeat the District Driver Training program within 30 days, during work hours. (Department shall pay for cost of training)

30 to 70 Points

Meet with the Transportation Safety Review Committee. Driver shall retrain with the District Driver Training Program (Department shall pay for cost of training)

71 to 199 Points

Meet with the department safety person or department head and receive a verbal or written warning and/or reprimand. Employee will participate in the District Driver Training program during work hours with District driver trainer/instructor. (Department shall pay for cost of training)

200 to 299 Points or, an accident with damage over \$10,000 or, more than 2 accidents in a 1-year period with points that total 200 to 299

Meet with the Safety Committee; attend the Utah Safety Council Defensive Driving (DDC) as assigned by their supervisor. Successful completion of the DDC class is mandatory for continued employment with the District. The driver will receive a written warning and/or reprimand. (Department shall pay for the DDC course)

300 to 399 Points

Meet with the department safety person or department head, attend the Utah Safety Council Defensive Driving (DDC) as assigned by their supervisor. The driver may receive a written reprimand and may be disciplined as determined by the department head, after meeting with the District Safety Review Committee.

Over 400 Points or, 4th accident in a 2-year period

Meet with the department safety person or department head. Driver will either:
(a) receive a written reprimand and will be suspended without pay from his/her employment for a period of time to be determined by District Administration, or
(b) have his/her employment terminated as determined by District Administration.

Points are accumulated and maintained. For each 24-month period, one-half of the remaining points will be deducted. After a 48-month period all points will be removed.

These accident guidelines are in addition to other applicable policies, procedures, and guidelines of the District.