

SUSPENSION AND DISMISSAL OF DISTRICT VEHICLE OPERATORS (Student Transportation & Support Fleet Drivers)

The district takes employees' driving habits seriously. The district and its insurance carrier may be held liable for accidents and related injuries that occur while an employee is operating a district vehicle. Employees (drivers) whose positions require them to operate a district vehicle must possess a valid (not suspended or expired) Colorado license and be considered insurable according to the district insurance carrier's standards.

ACCIDENT REPORTING

A driver involved in an accident must stop immediately, call 911 if there are injuries, notify his or her department (and the transportation department if operating a student transportation vehicle), and remain with the vehicle until released by the supervisor or law enforcement if on the scene. An accident is defined as any collision with a person, a fixed object, or another vehicle.

REVIEW OF ACCIDENTS

The purpose of reviewing accidents is to identify and apply appropriate safety measures in an effort to prevent or mitigate future incidents from occurring. Accidents involving a district vehicle will be handled under the following criteria.

Type A

Any accident involving the use of alcohol, controlled substances, illicit drug or other drug (see the district's Alcohol and Drug-Free Work Place policy) by the driver will result in immediate termination of employment.

Type B

All other accidents, regardless of cause or citations, will be investigated by the driver's supervisor and reviewed by the Accident Review Committee of the department in which the driver is employed. The Accident Review Committee will include the driver's supervisor, district benefits and risk manager, a transportation administrative staff or trainer, and others as deemed appropriate.

The professional driver is expected to anticipate and avoid accidents regardless of adverse conditions and the actions or inactions of others.

Depending on the driver's actions or failure to act, his or her driving history, severity of the accident, i.e., bodily injuries and property damage, the type of charge against the driver, proximate cause, type of equipment being operated, length of time in the vehicle, etc., the following personnel actions may be taken:

1. Training, reevaluation and/or testing of the driver as recommended by the Accident Review Committee after reviewing the accident information
2. Placing the driver on a personal improvement program
3. Disciplinary action up to and including termination of employment.

Failure to report an accident with a district vehicle will result in a two day suspension without pay. This will be in addition to any other suspension which may apply.

TRAFFIC VIOLATIONS

Any driver who receives a citation or conviction must notify his/her direct supervisor: immediately, if the citation or conviction is received during the work day; or immediately upon the driver's return to work, if the citation or conviction is received outside of the work day.

Any driver who receives a moving violation citation while operating a district vehicle shall not accept a plea bargain stating "defective vehicle" or any other plea referencing the condition of the district vehicle.

A driver's employment will be terminated if he or she is **convicted** of any of the following traffic offenses (regardless of when the offense occurs or what vehicle the driver is operating).

- Driving under the influence
- Driving while impaired
- Reckless driving
- Leaving the scene of an accident
- Involvement in a speeding contest
- Fleeing or attempting to elude law enforcement personnel

TICKETS FOR SPEEDING OR TEXTING WHILE OPERATING A DISTRICT VEHICLE

If a driver is convicted of speeding or texting (or enters a plea to a lesser charge) while operating a district vehicle, **progressive discipline procedures** will apply **as follows**:

First occurrence:	Written Warning
Second occurrence:	Final written warning and possible suspension without pay
Third occurrence:	Suspension without pay and/or dismissal

Violation of Board Policy or a serious misconduct violation while driving occurs, may warrant immediate termination of employment.

MOTOR VEHICLE RECORDS

The district will request and review the driver's current motor vehicle records annually or as prescribed by applicable regulations to ensure the driver is insurable by the district auto insurance carrier and meets the requirements of applicable Board policies, state traffic code, and Colorado Department of Education and Department of Transportation regulations for which the driver is subject.

Violations may result in disciplinary action up to and including termination of employment.

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Note: Refer to –Insurance carrier's motor vehicle record (MVR) Guidelines; and Transportation Handbook