

Motor Fleet Safety Standard

- 1. This Safety Standard was developed by the Safety Office, Risk Related Activities Department.**
- 2. A technical review and content acceptance was performed by:**
 - **Executive Director, Facilities, Operations and Transportation**
 - **Director, Food and Nutrition Services**
 - **Director of Facilities**
 - **Director of Technical and Support Services**
 - **Director of Human Resources-Elementary Education**
 - **Director of Transportation**
 - **Fleet Manager**
 - **Commander, Security Operations**
 - **Director of Athletics/Student Activities**
- 3. This Safety Standard was reviewed and accepted by the Director, Risk Related Activities Department.**

Approved:  Date: 3/28/22

Glenn Gustafson
Deputy Superintendent/Chief Financial Officer

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Purpose & Scope:

The purpose of the Motor Fleet Safety Standard is to ensure that District 11 employees safely operate District Support Services vehicles. In the event that an accident occurs, established reporting procedures shall be followed to ensure medical care is received, the District's property is protected and liability exposure is managed. This document must be reviewed on an annual basis by all employees who operate District Support Services vehicles. The employee acknowledgment form is to be completed by the employee and submitted to their designated department trainer.

A District Support Services vehicle is any District 11 owned vehicle that is not designated for the daily pick up and/or drop off of students before and/or after the normally scheduled school day.

Responsibilities:

Risk Related Activities Department:

- Assist department supervisors as needed with program evaluation and accountability.
- Provide assistance to departments in the implementation of this standard.
- Monitor program compliance.
- Assist Transportation with scheduled Motor Vehicle Record reviews.

Transportation Department:

- Preventative maintenance and physical repairs to all District vehicles.
- Schedule and facilitate the Motor Fleet Incident Review Team.
- Coordinate review of all District driver Motor Vehicle Records.

Human Resources Department:

- Ensure all applicants who receive an employment offer meet the driver requirements section of this safety standard.

Applicable District 11 Schools and Departments:

- Administer District Support Services Fleet training program.
- Ensure all District Support Services Fleet drivers are compliant with this safety standard.

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Procedures:

Driver Requirements:

The safety of students, staff and the public is the number one priority of Colorado Springs School District 11. Employees who operate District owned, rented or leased vehicles and equipment shall be held to District standards. The following post-offer, pre-placement steps are required to become employed by District 11 in a position that requires driving District Support Services vehicles and/or equipment owned, rented or leased by the District as part of the job description.

- Must be able to obtain and maintain a valid driver's license according to District standards.
- Current Motor Vehicle Report (within last 30 days):
 - Motor Vehicle report will be reviewed by the Transportation Safety and Training Office (no more than 12 points in the last 10 years)
 - Driving while under the influence (DUI) and driving while ability impaired (DWAI) may disqualify an applicant.
- New employees must successfully complete a driving assessment prior to operating District 11 equipment.
- Drivers who are backing up must utilize a spotter when one is available.

Training:

New Employee Driving Assessment: Within five days of employment, the new employee's supervisor must schedule a driving assessment with their department.

- The assessment shall include general and specific vehicle driving scenarios based on the type of assigned vehicle and/or equipment.
- A new employee will not drive District Support Services vehicles until their supervisor receives written approval from their department.

New Employee Classroom/Online Training: All employees who operate District Support Services vehicles, trailers and licensed equipment shall complete the "Defensive Driving" classroom/online training within thirty days of employment. Training shall be scheduled and completed through their department.

Annual Skills Training: All employees who drive a District Support Services vehicle shall participate in annual skills training. The training shall include a mixture of classroom and

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driving skills. Skills shall be specific to the type(s) of vehicle the employee is assigned including but not limited to:

- proper seat belt use,
- mirror adjustment,
- defensive driving,
- safe backing with and without a trailer, etc.

Recordkeeping:

- Transportation to order MVR driving records twice annually. Risk Management to review driving records as received from transportation.
 - Departments to provide authorization from employees as required.
- Departments will maintain their own training records subject to annual review by Risk Management.
 - Transportation will provide initial screening and will provide to Risk Management for discussion with impacted Department(s).

Use of Wireless Communication Devices:

A wireless communication device is defined as any device designed to facilitate communication, including but not limited to: cellular telephones, two-way radios, tablets, etc.

District employees, whenever possible, must not make or receive calls while driving. If a call is necessary, staff must utilize a hands-free device while driving.

District employees that operate a District Support Services vehicle are prohibited from texting or reviewing written communications while operating a motor vehicle. Violators will be subject to disciplinary action.

Vehicle Inspections:

All District owned Support Services vehicles including trailers and licensed equipment shall be inspected and damage will be documented. This shall be coordinated and conducted by the Fleet Manager.

- Employee Responsibilities
 - Perform daily pre-trip inspection of assigned vehicle.
 - A pre-trip inspection is required for any additional licensed equipment, i.e. trailer.
 - If damage or an unsafe condition is found, the assigned driver will report the condition to their supervisor before driving.

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- Ensure vehicle is left in a clean and orderly fashion at the end of the shift.
- Supervisor Responsibilities
 - Inspect all vehicles for damage monthly.
 - Retain a copy of completed vehicle pre-trip inspection reports.
 - Coordinate with the Fleet Manager when new damage or an unsafe condition is identified.
- Fleet Mechanics
 - Perform a visual inspection of vehicles during preventative maintenance work.
 - Report identified damage to the Fleet Manager.
- Fleet Manager
 - Communicates with the Transportation Safety Manager if new damage is identified.
 - If vehicle is reported as unsafe to drive, take vehicle out of service until repairs are made.

Accident/Incident Reporting:

Accident: An occurrence in a sequence of events that produces unintended injury, death, or property damage.

Incident: An undesired event that may cause damage to property, but does not cause injury.

For all District Support Services vehicle accidents / incidents, regardless of time, call District Security at 719-520-2287.

For all activity bus involved accidents / incidents call District Security at 719-520-2287.

For all incidents, refer to the Accident and Incident Protocol Questions Form (see Appendix A).

A completed accident report (Driver's Statement – see Appendix B) must be signed by the supervisor and submitted to the Risk Management office within 24 hours.

Post-Accident Drug/Alcohol Testing: In accordance with Board of Education Policy EEAEAA, post-accident and reasonable suspicion testing for alcohol and controlled substances shall apply to any district employee who drives or otherwise operates any district vehicle.

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Accident/Incident Investigation:

Security Department:

- Coordinates with law enforcement/emergency services at the scene for reporting of information.

Involved Employee(s) Supervisor (or designee):

- Takes the employee involved in the accident to the drug/alcohol testing facility
IF:
 - The accident involved the loss of human life; and/or
 - The employee received a citation under state or local law for a moving traffic violation arising from the accident; and/or
 - There is reasonable suspicion that the employee is under the influence of drugs or alcohol.

Risk Related Activities Office:

- The Senior Auto, Liability and Property Claims Adjustor or a representative from the Risk Management office will respond to the scene to collect information regarding the accident to include preliminary damage assessment and cost detail.

Safety Advisory Committee:

- Convenes monthly in accordance with Board Policy EEAE.
- Reviews accidents/incidents to determine preventability, and identify recommendations regarding point assessment, training or other actions as provided within the parameters of the team.
- An employee may be present during the team review of that employee's accident/incident, for the purpose of responding to questions or providing clarification but not to provide commentary either for or against proposed recommendations.

Point System:

- Infractions of the Motor Fleet Safety Standard will be assessed by using a point system, which is a consistent system of accountability for all District drivers. The Safety Advisory Committee will review and assess points based on all available information.
- A driver's total points for accidents and traffic convictions including personal vehicle usage from the previous 36 months (3 years) are evaluated and applied to

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the employee's District driving record. All accumulated points remain for three years from date of occurrence.

- All driving violations are classified under one of three tables:
 - Table One: Assessed points for any incident that results in damage to any parked or moving vehicle, or any public, private or District owned property.
 - Table Two: Assessed points based on the Colorado Department of Motor Vehicle point assessments.
 - Table Three: Assessed points for failure to follow procedures established for the safety of students, employees, and property.
- Point accumulation from damages and/or failure to adhere to approved procedures may be reduced through training approved by the department head and a Risk Management representative. This reduction does not apply to Colorado Department of Motor Vehicle point system.
- Point accrual by an employee will be subject to disciplinary action as deemed appropriate per District procedure. This action will be administered by the Human Resources Department.

Employee Appeals:

All findings, recommendations and/or decisions made by the Safety Advisory Committee may be appealed to an appeal panel consisting of:

- 1) The Executive Director of Facilities
- 2) The Director of Risk Related Activities
- 3) The Commander of Security Operations

Disciplinary Actions:

Based on investigative findings, disciplinary actions may be recommended as addressed in the applicable employee group handbook and/or District policy. Failure to report an accident/incident to your supervisor may result in disciplinary action.

Cross References:

- Educational Support Professionals: Meet and Confer Handbook
- Executive Professionals: Meet and Confer Handbook
- Teachers: Interest Based Bargaining

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CDL Drivers:

If an employee possesses a Commercial Driver's License as a requirement/condition of employment by the District, all rules and regulations of that license must be adhered to by the employee, to include random substance abuse testing per the Federal Motor Carrier Safety Regulations. Not all of the rules, regulations and requirements for a Commercial Driver's License are addressed in this standard.

POINT TABLES

TABLE ONE:

District 11 Assessed Points Based on Dollar Value Of Damage to Vehicles and/or Property
--

<u>Total Damage to Vehicle or Property</u>	<u>Points Assessed</u>
\$ 0 - \$ 3,000	1
\$ 3,001 - \$ 4,000	2
\$ 4,001 - \$ 5,000	3
\$ 5,001 - \$ 6,000	4
\$ 6,001 - \$ 7,000	5
\$ 7,001 - \$ 8,000	6
\$ 8,001 - \$ 9,000	7
\$ 9,001 - \$ 10,000	8
\$ 10,001 - \$ 11,000	9
\$11,001 and greater	10

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TABLE TWO: (Colorado Department of Motor Vehicles Point System)

Points Assessed for Each Violation or Conviction Are As Follows:

1. Driving While Intoxicated or Under the Influence of Drugs	12
2. Leaving Scene of Accident	12
3. Speed Contests	12
4. Eluding or Attempting To Elude A Police Officer	12
5. Driving While Ability Is Impaired By Alcohol/Drugs	8
6. Reckless Driving	8
7. Failure to Stop for a School Bus	6
8. Careless Driving or Following Too Closely	4
9. Driving On Wrong Side of Road	4
10. Improper Passing	4
11. Failure to Observe Traffic Sign or Signal	4
12. Failure to Yield to Emergency Vehicle	4
13. Failure to Maintain or Show Proof of Insurance	4
14. Failure to Yield Right of Way	3
15. Improper Turn	3
16. Driving Through Safety Zone	3
17. Driving In Wrong Lane or Direction of One-Way Street	3
18. Conviction of Violations Not Listed	3
19. Failure to Signal or Improper Signal	2
20. Improper Backing	2
21. Failure to Dim or Turn On Lights	2
22. Operating an Unsafe Vehicle	2
23. Speed Over Posted Limit:	
1 - 4 M.P.H.	0
5 - 9 M.P.H.	1
10 - 19 M.P.H.	4
20 - 39 M.P.H.	6
40 or more M.P.H.	12

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TABLE THREE:

Failure to Adhere to District Policy and/or Safety Standard

1. Points will double for any repeat violation of the same type within a 36-month period.
2. Procedural points will not be added in addition to the Colorado State motor vehicle points unless an accident is involved.
3. 1 to 3 points may be assessed for the following incidents:
 - Not performing pre-trip inspections as required by CDL license or District 11.
 - Illegal Parking.
 - Failure to report to the school main office if a vehicle will be on the grounds during school hours and/or when children are present.
 - Vehicle moving at any school and/or on District property if students are present within 100 feet of the vehicle and a spotter is not used. (*Playgrounds, sidewalks, turf, etc.*).
 - Failure to complete a vehicle accident/incident report and notify immediate supervisor and Risk Management by the close of the next business day.
 - Failure to report a license suspension or alcohol/drug conviction immediately.
 - Failure to operate a vehicle responsibly, safely & carefully and/or improper use of vehicle.
 - Unsafe backing resulting in an accident and/or property damage including not utilizing a spotter when one is available.
 - Failure to use manufactures installed seat belts when operating a District vehicle.
 - Unauthorized use of a District vehicle:
 - ONLY authorized employees of the District (with appropriate District training) may drive a District owned vehicle. Transporting a non-District employee is strictly prohibited.
 - Board policy (ADC/GBED – Tobacco Free District) prohibits use of any tobacco product on District property and by extension this includes District owned vehicles.

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Pre-Trip Inspection Form

Vehicle #: _____

Date: _____

Employee Name: _____

Department: _____

INSPECTION ITEM	SAFE	UNSAFE
Engine Starts		
Fluid Leaks		
Headlights		
Turn Signals		
Brake Lights		
Warning Lights		
Wiper Blades		
Horn		
Dashboard Lights		
Interior Lights		
Steering Mechanism		
Service Brakes		
Parking Brakes		
Tires/Lug Nuts		
Vehicle Plow/Trailer Inspection		
Vehicle Cleanliness		

Observed New Damage: _____

Additional Comments: _____

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ACKNOWLEDGMENT OF VEHICLE OPERATION REQUIREMENTS AND MOTOR FLEET SAFETY STANDARD

I have received and read the Motor Fleet Safety Standard and I understand the information as presented and will comply with all requirements and directives set forth in the handbook.

I understand that if I am involved in a vehicle accident and/or incident, or receive a moving traffic violation, while operating a District vehicle, I must report the incident immediately and submit a written report for review by my supervisor and to Risk Related Activities as soon as possible, but not later than 24 hours following the accident/incident.

I authorize the District to obtain my motor vehicle record from the State or other District authorized agency at any time.

Employee Name (Please Print)

Employee Signature

Employee I.D. Number

Date

Driver License Number

Supervisor Signature

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I authorize the District to obtain my motor vehicle record from the State or other District authorized agency at any time.

Employee Name (Please Print)

Employee Signature

Employee I.D. Number

Date

Driver License Number

Supervisor Signature

EMPLOYEE COPY

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ACCIDENT AND INCIDENT PROTOCOL & QUESTIONS

EMPLOYEE NAME:	
DEPARTMENT:	
LOCATION OF ACCIDENT:	
WHEN (date & time):	
TYPE OF D11 VEHICLE INVOLVED:	
INJURIES?	
IF YES, NAMES OF INJURED PARTIES:	
EXTENT OF INJURIES:	
DESCRIPTION OF VEHICLES INVOLVED (i.e. license plate #, state, vehicle color, make/model):	
TOW TRUCK NEEDED?	IF YES, CALL TRANSPORTATION: (719) 520-2950

BUS ACCIDENT?


HAVE PARENTS BEEN NOTIFIED ?	
ARE ANY STUDENTS INJURED?	
IS ANOTHER BUS ON THE WAY TO TRANSPORT THE KIDS?	

NEXT STEPS

EMERGENCY?	CALL 911
DISPATCH D11 PATROL:	(719) 520-2287
NOTIFY RISK MANAGEMENT:	DIANE VANDERPOOL (719) 492-0074. If unavailable, please leave a message and call (719) 520-2262
NOTIFY EMPLOYEES SUPERVISOR:	IF DRUG TESTING IS NEEDED, SUPERVISOR WILL NEED TO TRANSPORT EMPLOYEE TO DRUG TESTING FACILITY

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Appendix B – Driver's Statement Form

		RISK RELATED ACTIVITIES DRIVER STATEMENT 1115 N. EL PASO, COLORADO SPRINGS, CO 80903 Phone 520-2398/Fax 520-2383/Cell 492-0074	
PLEASE FORWARD TO RISK MANAGEMENT WITHIN 24 HOURS			
Date incident reported to driver's supervisor <u>To be filled out by Supervisor</u> Date reported: _____		Supervisor's name and phone number <u>To be filled out by Supervisor</u> Name _____ Phone# _____	
DATE OF INCIDENT	TIME AM <input type="checkbox"/> PM <input type="checkbox"/>	LOCATION OF INCIDENT OR ACCIDENT	
VEHICLE OR BUS #	DEPARTMENT	SCHOOL STUDENTS ATTEND	
DISTRICT VEHICLE YEAR, MAKE, MODEL, BODY STYLE		VEHICLE ID #	VEHICLE LICENSE #
DRIVER'S NAME LAST FIRST MI	DATE OF BIRTH	AGE	DRIVER'S LICENSE #
DRIVER'S ADDRESS, CITY, STATE, ZIP		DRIVER'S DATE OF HIRE	HOME PHONE WORK PHONE POSITION OR OCCUPATION
DESCRIBE DAMAGE			
SPEED LIMIT	ROAD CONDITIONS	TYPE OF TRAFFIC CONTROL	POLICE REPORT NUMBER WHO RECEIVED TRAFFIC CITATION TYPE OF VIOLATION
VEHICLE # 2 YEAR, MAKE, MODEL, BODY STYLE		VEHICLE ID #	VEHICLE LICENSE #
OWNER'S NAME LAST FIRST MI	OWNER'S ADDRESS, CITY, STATE, ZIP		HOME PHONE
DRIVER'S NAME LAST FIRST MI	DRIVER'S ADDRESS, CITY, STATE, ZIP		HOME PHONE
DRIVER'S WORK PHONE	DRIVER'S LICENSE # / STATE	DRIVER'S DATE OF BIRTH	AGE
LIABILITY INSURANCE COMPANY	POLICY NUMBER	AGENT'S NAME, ADDRESS, PHONE	
DESCRIBE DAMAGE			
FACTS OF ACCIDENT OR INCIDENT (THEFT)			
_____ _____ _____ _____			
IF NECESSARY USE BACK OF PAGE FOR FURTHER NARRATIVE			
WAS THERE AN INJURY?	NAME	ADDRESS	PARENT (IF INJURED CHILD) HOME PHONE WORK PHONE
Witness			
Driver's signature and phone number _____ Phone number _____ Supervisor's signature and phone number _____ Phone number _____ Vehicle_Accident 11 3 14			