



Wylie ISD Vehicle and Driver Safety Guidelines

The Wylie Independent School District (WYLIE ISD or the District) strives to provide a safe and healthy workplace for all employees and to maintain policies and practices to support that goal. The Vehicle and Driver Safety Guidelines define measures to ensure the safety of those individuals who drive District owned and/or rented vehicles. Vehicle collisions are costly, but more importantly, they may result in injury to our employee or others. It is the driver's responsibility to operate all vehicles in a safe manner and drive defensively to prevent injuries and property damage. WYLIE ISD expects each driver to drive in a safe and courteous manner. The driver's attitude behind the wheel is the single most important factor in driving safely.

General Responsibilities

1. All employees who drive a WYLIE ISD vehicle are governed by the Department of Public Safety regulations, WYLIE ISD policies and expectations, and any practices established by the insurance industry that seek to reduce motor vehicle collisions.
2. Only WYLIE ISD employees who hold a valid Texas driver's license with the appropriate class and endorsement(s) are permitted to operate WYLIE ISD owned and/or rented vehicles.
 - a. An employee who has any job responsibilities that involve driving during the work day (whether in a private or District-owned vehicle) whose license is revoked or suspended must notify his or her supervisor immediately. Notification must also be made to Risk Management. An employee who does not possess a valid driver's license is prohibited from operating any WYLIE ISD owned and/or rented vehicle for any reason and may not operate a personal vehicle in the furtherance of any WYLIE ISD business.
3. Employees who drive in furtherance of any WYLIE ISD business are required to obey all Texas traffic regulations.
 - a. Cost for violation of traffic laws is the responsibility of the employee.
 - b. An employee who receives a citation for a motor vehicle violation while driving a District owned and/or rented vehicle shall notify his or her supervisor immediately after receiving the citation.
 - c. An employee who receives a citation while operating a District owned and/or rented vehicle is subject to disciplinary action.
4. Any employee with a commercial motor vehicle driver's license and who is required to have this license as a condition of employment shall be subject to the U.S. Department of Transportation regulations and the guidelines of the WYLIE ISD Transportation Department.
5. Employees are prohibited from using cellular telephones or other electronic communication devices while driving in furtherance of any WYLIE ISD business.



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6. WYLIE ISD prohibits the use and possession of alcohol, illegal drugs, and tobacco products (including vaping products) on all WYLIE ISD property. This prohibition includes all WYLIE ISD vehicles.
8. All persons riding in a WYLIE ISD vehicle shall use seat belts. This expectation also applies to all WYLIE ISD buses on which seat belts are installed.
9. All employees who drive a WYLIE ISD vehicle are required to perform pre-trip and post-trip inspections daily. Please refer to the attached "Driver Pre-trip/Post-trip Inspection Checklist."
10. Anyone who drives a WYLIE ISD vehicle must always verify that a current insurance card and Collision Kit are in the District vehicle before driving the vehicle off of WYLIE ISD property.

Collision Procedures

Careful driving and following safe driving strategies should minimize the chance of motor vehicle collisions. In the event of a collision, all WYLIE ISD vehicles are equipped with a vehicle collision kit which includes post-collision procedures, important telephone numbers, a current insurance card, the District Motor Vehicle Collision Report, Student Seating Chart (buses only), and a Risk Management contact card to provide to other drivers involved in the Collision.

1. In the event of a collision, a driver's first and primary responsibility is the safety and well-being of him or herself and any and all passengers. The driver should care for any injuries, take precautions to prevent further injuries, and determine whether an ambulance is needed.
2. If another vehicle is involved, the local police should be contacted to document the vehicle collision with a police report. Please note that a police department may not dispatch an officer to a minor collision but the police should be called.
3. All collisions and injuries, no matter how minor, shall be reported immediately to Transportation Dispatch. If Dispatch is not available, notify the supervisor or Risk Management.
4. Contact numbers are in the Vehicle Collision Kit.
 - A. The driver should not leave the scene of a collision until an WYLIE ISD official has been notified and further instructions have been provided.
 - B. At least one WYLIE ISD official should arrive on the scene to assist with obtaining all necessary information and documentation concerning the collision.
5. Exchange insurance and driver's license information with the other party/parties involved.
 - A. Do not discuss the collision with anyone, except the police officer and WYLIE ISD official(s).



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- B. The driver should provide the Risk Management contact card to the other party/parties and no further communication is needed.
- C. Do not communicate with the media or bystanders.
- D. A Bus Driver's cell phone should never be made available for use by students.
- E. Bus drivers should not contact campus principal(s) unless specifically directed to do so by a WYLIE ISD official.

6. The driver involved in any type of motor vehicle collision, regardless of fault, shall be required to submit to a same day, post-collision drug and alcohol test.

- A. WYLIE ISD has zero-tolerance for drug and alcohol use or possession. Any positive drug or alcohol test shall result in corrective action up to and including termination of employment.
- B. A driver's refusal to cooperate with and submit to a post-collision drug or alcohol test shall be construed as a positive result and the driver shall be subject to the same consequences as any other driver who has a positive test result.

7. The completed Motor Vehicle Collision Report, photographs, written statement and other documents must be submitted to Risk Management within one (1) business days of the collision.

7. Any WYLIE ISD employee who is injured in a collision should submit a completed Employee's First Report of Injury or Illness to Risk Management within twenty-four (24) hours of the collision.

8. Risk Management will conduct a post-collision interview with the WYLIE ISD driver within three (3) business days of the collision.

9. An employee who fails to report a motor vehicle collision, regardless of fault or severity, in accordance with these guidelines will be subject to disciplinary action, which may include termination of employment.

Motor Vehicle Record Checks and Driver Eligibility

Annually, Risk Management will require each department head or principal to report the names and driver's license numbers of all drivers under their direction who operate WYLIE ISD-owned and/or rented vehicles.

Driving records will be checked on a consistent basis to monitor for major and minor violations and preventable collisions. The information obtained, along with a driver's WYLIE ISD driving history, will be reviewed and scored to determine a person's driver profile. Eligibility to operate WYLIE ISD owned and/or rented vehicles is based on scoring from Risk Management's "Driver Profile Point System."



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Driver Profile Point System

Violation/Collision Guidelines	Points
Warning	1
Operating Vehicle while using electronic device	2
Most moving violations such as failure to stop at red light, failure to yield right no way, following too closely etc.	3
Failure to use restraint system (wear safety belts)	4
Speeding 0 to 10 MPH over 11 to 20 MPH over 20+ MPH over	2 3 6 to 8
Reckless, negligent driving, driving to endanger	8
Driving with suspended license. Leaving scene of collision. Fleeing officer.	10
Any alcohol-related offense. Refusal to submit to a blood alcohol test (BAC). DUI/DWI	10
Preventable Collisions (backing and parking lot collisions)	1
Preventable Collisions (other than backing and parking lot collisions)	2 to 4



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Driver Profile Point System

Profile Points/ Risk Category	Counseling and Driver Eligibility Determination
1 to 3 Low Risk	Risk Management will discuss records and improvement with individuals. Individual will be advised in writing of responsibility to drive in a safe and courteous manner in accordance with WYLIE ISD's "Safe Driving Practices."
4 to 5 Minor Risk	Risk Management will discuss records and improvement with individuals. Individual will be advised in writing of responsibility to drive in a safe and courteous manner in accordance with WYLIE ISD's "Safe Driving Practices."
6 - 7 Borderline Risk	<ul style="list-style-type: none"> •Risk Management will discuss records and improvement with individuals. Individual will be advised in writing of responsibility to drive in a safe and courteous manner in accordance with WYLIE ISD's "Safe Driving Practices." <li style="text-align: center;">•Written driver eligibility warning
8 - 9 Medium Risk	<ul style="list-style-type: none"> •Risk Management will discuss record and improvement with individuals. Individual will be advised in writing of responsibility to drive in a safe and courteous manner in accordance with WYLIE ISD's "Safe Driving Practices." <li style="text-align: center;">•Written driver eligibility warning •Possible loss of driver eligibility, to be determined on an individual basis. (Mandatory WYLIE ISD Defensive Driving Training may be offered in lieu of loss of eligibility.)
10 or More High Risk	<ul style="list-style-type: none"> •Risk Management will advise individual that his/her driving record has resulted in loss of driver eligibility. •Loss of driver eligibility (timeframe to be determined on an individual basis)



Wylie ISD Vehicle and Driver Safety Guidelines

(Vehicle Collision Review Team)

Accountability and Corrective Action Procedures

An employee who drives a WYLIE ISD vehicle as part of his/her regular job duties will be held accountable and subject to disciplinary actions for having preventable collisions. The review of motor vehicle collisions is based on the concept of “preventability” as opposed to “fault”. A preventable collision is one in which the driver failed to exercise every reasonable precaution to prevent the collision. This determination is made without reference to property damage or personal injury, the extent of the loss or injury, to whom it occurred, or the location of the collision. A preventable collision is determined through the Vehicle Collision Review process. Corrective Actions are implemented based on a three-year history.

1. The purpose of the Vehicle Collision Review (“VCR”) process is to provide a fair and uniform method to evaluate and determine post-collision activities with the overall objective of reducing or eliminating repeated collisions. The VCR team will review all collisions to determine the preventability of the collision and the level of compliance with WYLIE ISD policies and procedures.
2. A collision is defined as any event arising out of the use and operation of an WYLIE ISD vehicle resulting in possible vehicle damage, bodily injury, and/or property damage.
3. The VCR team will review the collision for application of and adherence to defensive driving concepts and skills to determine if the collision was preventable, not to determine legal culpability (fault). The fact that a driver involved in a vehicle collision is not legally at fault does not mean the driver could not have prevented the collision.
4. The overall performance of the driver will be evaluated fairly and on a consistent basis. When an collision occurs, the following factors will be evaluated:
 - employee statements from post-collision interview
 - the events and circumstances leading up to the collision,
 - the collision itself
 - driving factors and conditions
 - driver errors
5. The Risk Management Department will oversee the VCR team process and will be responsible for determining if the collision was preventable.
6. A driver who receives a post-collision determination that the collision was preventable will be subject to the “Corrective Action Guidelines” (see page 7). WYLIE ISD reserves the right to take additional or alternative corrective action when the facts or circumstances of a collision warrant special consideration.



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7. An employee who disagrees with the findings of the VCR team may contact Risk Management to request possible reconsideration.

Corrective Action Guidelines

Preventable Collision (within a rolling 3-year period)	Correction Action
First preventative collision with or without property damage and/or injuries.	-written warning -district-administered defensive driver training
Second preventable collision within three (3) years with or without property damage and/or injuries.	-written warning -state-certified defensive driving training, at employee's expense -possible loss of driver eligibility
Third preventable collision within three (3) years with or without property damage and/or injuries.	-loss of driver eligibility (timeframe to be determined on an individual basis) -possible reassignment or termination of employment
Fourth preventable collision within three (3) years with or without property damage and/or injuries.	-termination of employment
Preventable collisions such as rear-ending another vehicle, failure to stop at a stop sign or traffic light, failure to yield, striking a pedestrian, or other similar serious singular event.	-progressive corrective action may be accelerated to a more severe response level up to and including possible termination of employment.

Recordkeeping

Copies of all written warnings and defensive driver training certificates will be maintained in the employee's personnel file as well as in Risk Management and the departmental manager/supervisor files.

Safe Driving Practices

Any employee who drives a WYLIE ISD vehicle is a representative of the District and must practice safe and courteous driving at all times. Some citizens have no other contact with WYLIE ISD except through the vehicles they see on the street. WYLIE ISD drivers must adhere to Safe Driving Practices at all times when operating a vehicle in the furtherance of any WYLIE ISD business



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1. Concentrate on driving. A good driver dismisses all worries or anger when operating a vehicle.
2. Never press for the right of way. Always yield to avoid a collision. Slow down in heavy traffic or densely populated areas. Avoid “tailgating”. Maintain a safe following distance.
3. Always limit vehicle speed so there is clear space and time for an emergency stop. Remember that at high speed, drivers have less time to think and react in an emergency and a far greater distance is required to stop.
4. Adjust speed for low visibility or adverse weather conditions.
5. Slow down at intersections or curves. Use appropriate signals well in advance (at least 100 feet) of any action.
6. When driving in city traffic, be alert for mistakes or unexpected actions of others, drive more slowly and keep alert for pedestrians and cross traffic.
7. Before stopping or changing directions, plan ahead of time, signal early, and slow down gradually to give drivers following a chance to change pace and react accordingly.
8. Use extra caution and slow the vehicle when approaching children at play or when passing through school zones. Vehicle speed should never exceed the posted speed when the school zone is active.
9. Keep alert at railroad crossings. Make sure you have a clear view of the tracks. School buses must stop at all railroad crossings.
10. When driving at night, keep the windshield clean, keep to the right, avoid looking into the headlights of oncoming vehicles, and use lower beams.
11. Keep headlight beams depressed to reduce the reflected glare caused by fog, rain, or wet pavement.
12. Vehicles should be parked off of the traveled way where they will not interfere with normal flow of traffic and will not obstruct the view of other drivers.
13. When parking, put transmission in lowest gear or in park, set parking brake firmly, turn off vehicle, remove the ignition key, turn the front wheels toward the curb or chock at least one rear wheel if parked on a hill.
14. Engines are to be stopped, ignition keys removed, and the doors locked any time the operator leaves the vehicle unattended.
15. Always consider proper loading and proper load distribution as factors in safe driving.
16. Tools and equipment placed in cars or truck cabs shall be stored in such a manner as not to interfere with vision or in any way interfere with the proper operation of the vehicle. Any equipment or materials being transported in the bed of the truck must be secured.
17. Nothing shall be stored on the rear window ledge of any vehicle.



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18. No items will be permitted to hang from the rear view mirror while the vehicle is being operated.
19. When entering, exiting, or dismounting from a vehicle, watch footing to avoid slipping or falling. Never attempt to enter, exit or dismount from a vehicle while it is moving.
20. Trailer, tool boxes, and trailer mounted machinery should be hitched to the towing truck with safety chains, in addition to the towing eye fastening.
21. No person shall be permitted to ride in or on trailer mounted equipment while it is being towed.
22. Shelter houses and other trailer mounted equipment shall be towed at a speed reasonable under the conditions and with due regard for safety.
23. Slow moving vehicle signs (inverted triangle) must be used on tractors, slow moving vehicles and equipment (maximum speed 25 miles per hour.)
24. WYLIE ISD procedures prohibit any bus or vehicle pulling a trailer from making a right turn on a red light. This restriction is designed to prevent tail swings into other vehicles.
25. Never take drugs or strong medications before driving. Remember that drugs, illness, or extreme fatigue may affect your ability to judge distances, speed and driving conditions and slow your reaction time.
26. WYLIE ISD drivers will not wear headset type radios, radio earphones, or earbuds while operating WYLIE ISD owned and/or rented vehicles.
27. Emergency/hazard warning lights shall be used when WYLIE ISD vehicles are operating (or parking) under conditions that might interfere with other vehicle traffic.
28. No person shall drive (or instruct a person to drive) an WYLIE ISD vehicle or operate a piece of WYLIE ISD equipment that is defective or unsafe.
29. Drivers of vehicles transporting loose materials such as dirt, sand, gravel, sludge or other material that can blow or spill off the vehicle shall cover the material with canvas or otherwise secure it when or as appropriate.

Driver Pre-Trip/Post-Trip Inspection Checklist

All employees who drive a WYLIE ISD vehicle are required to perform pre-trip/post-trip inspections. Every District vehicle should contain a Daily Inspection Report booklet. Daily inspections should include the following, where applicable:

1. Engine warm up
2. Brakes (operation, applied pressure, air pressure)
3. All fluid levels and/or leaks (fuel, oil, transmission, brake, coolant, washer, etc.)



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4. Lights, signals, warning reflectors (head/tail lights, turn signals, hazard lights, dashboard & dome lights, reflectors, etc.)
5. Seat belts & seats (both driver and passenger cushions and safety belts)
6. Tires, wheels, lug nuts, including spare, if provided (check inside/outside on dual tires)
7. Windshield wipers & washers
8. Heater, defroster, AC, ventilation
9. Horn & gauges (fuel, temp, oil pressure, volts/amp, transmission, etc.)
10. All glass, mirrors & exterior body (rear view mirrors, inside & outside)
11. Muffler and exhaust system
12. Emergency/Safety equipment (fire extinguisher, first aid, flares, flags, chock blocks, chains, triangles, cones etc.)
13. Alarms (emergency door, roof & window exit buzzers)
14. Handrail/Entrance door operation & emergency release
15. Wheelchair lift & tie downs
16. Two-way radio & camera
17. Vehicle Collision Procedures envelope (containing current insurance card, student list, Risk Management contact information) replace items in envelope as needed after a collision
18. Other items as needed or directed