



Driver Safety Policy

DaVinci Academy of Science and the Arts
Policy Section: 400 – Staff Policies
Policy Number: 419
Effective Date: September 18, 2025

Purpose:

DaVinci Academy recognizes that our employees are our most valuable assets and the most important contributors to our continued growth and success. Our school is committed to preventing workplace accidents and providing a safe working environment for all employees. We value our workers not only as employees but also as human beings who are crucial to the success of their families, the local community and our school.

Motor vehicle accidents are a leading cause of work-related fatalities. The environment in which these accidents occur involves numerous complex factors, many uncontrollable. The purpose of DaVinci Academy's Driver Safety Policy is to provide the means to reduce injuries and fatal circumstances.

This policy applies to all employees operating noncommercial motor vehicles (non-CMV), whether they are driving a school vehicle, a rental vehicle for school business or a personal vehicle for school business.

Policy Guidelines

Driver Eligibility:

Drivers must possess a valid driver's license for the type of vehicle to be always operated and keep the license(s) with them while driving.

All drivers for DaVinci Academy related business must complete related training modules via company provided learning management system, upon approval from insurance agency employee will be provided an invite to these learning modules. These topics are related to but not limited to the following:

- Safe Driving Practices
- Defensive Driving
- Distracted Driving
- Texting and Driving
- Winter Driving Conditions

DRUG/ALCOHOL TESTING:

To reduce occupational injuries, DaVinci Academy follows a drug-free workplace. In a drug-free workplace, our school may require drug testing for preemployment, random, post-accident and



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reasonable suspicion purposes. All employees are required to participate in the drug-free workplace.

If an employee is involved in a motor-vehicle accident involving a company vehicle or personal vehicle for company business a post-accident drug test will be completed, regardless of fault. Testing will need to be completed by the following timelines: breath-alcohol test within 8 hours or 16 hours for a blood draw related to suspected drug use.

Testing will be conducted by a licensed medical facility that our school designates. Any positive results will be grounds for termination. Driving under the influence of alcohol or any other illegal substance will be grounds for termination.

Insurance Requirements:

Employees who use their personal vehicles for company business are required to carry adequate limits of liability. DaVinci Academy requires 100,000/300,000 minimum requirement for claims. A copy of the declaration page of the employee's personal automobile insurance policy must be provided to their supervisor/executive administrator prior to using a personal vehicle for school related business.

Basic Vehicle Operation Guidelines:

Employees are required to adhere to the following basic vehicle operation principles:

- Always use seat belts.
- Drive defensively. Employees should anticipate what other drivers on the road might do wrong and plan their mode of escape. Never move through traffic aggressively.
- Respect speed limits and traffic signs. Follow all traffic signals.
- Always lock the vehicle and apply the parking brake when getting out, even if it remains in sight.
- During long trips, take breaks every four hours. Never drive more than 10 hours during a 24-hour period.
- When possible, avoid driving after midnight.
- Avoid driving in dangerous conditions, including when drowsy or during inclement weather.

Traffic Violations

DaVinci Academy is not responsible for any traffic violations or parking tickets the employee acquires by violating local, state or federal laws through their driving habits and operation of their motor vehicle. Any ticket issued is the employee's responsibility, even if the ticket is issued while conducting business for our school. Employees should notify their immediate supervisor of any violations that they receive or accidents they are involved in with school vehicles or personal vehicles.



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Refueling Guidelines

For the employee's safety when operating a vehicle, they should follow these guidelines:

Turn off the vehicle's engine while refueling.

Never smoke, light matches or use lighters while refueling.

Do not get into the vehicle during refueling, as this presents a flash fire hazard.

Do not overfill or top off the vehicle's fuel tank. The fuel dispenser shuts off automatically when the tank is full.

Never force the hold-open latch on the gasoline pump with any means other than the latch provided.

Distracted Driving

We are committed to employee safety, and, for this reason, we firmly prohibit all behavior that distracts employees while they are operating a vehicle to conduct school business. General guidelines for behavior while driving are as follows:

Use of hand-held cellphones without a hands-free option while driving is strictly prohibited. This applies to all functions of the cellphone including, but not limited to, phone calls, text messaging/SMS, emails, MMS, internet use and camera use.

Use of electronic devices—including laptops and cameras—while driving is strictly prohibited.

All calls must go to voicemail while driving, and calls may only be returned when stopped or pulled off the road.

Passengers making or taking calls for the driver is permissible provided the interaction does not affect the driver's performance.

Regular callers must be informed that the employee is unavailable while driving and be notified of the best times to call based on their driving schedule.

Employees who receive calls from co-workers who are driving are obligated to ask that the co-worker call back at a more appropriate time.

Emergency Calls

The only exception to the cellphone use guideline is a call placed to 911. If placing or accepting an emergency call, it should be kept short, with a hands-free option if available. The vehicle should be pulled over if possible.

GPS Systems

DaVinci Academy understands that sometimes, especially when traveling in unfamiliar areas, drivers require assistance with directions. GPS systems are extremely helpful devices, but they can also be distracting if used improperly. Employees must adhere to the following:

Mounted GPS systems may not block or obstruct the driver's view in any way.



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GPS systems must be voice-narrated and must not require that the driver look away from the road to follow instructions.

Employees may not program the system while in motion.

Programming or otherwise engaging with the GPS screen may only occur while stopped or while pulled off the road.

Audio Devices

In some cases, worrying about music selection or touching dials and buttons on the radio or audio streaming devices may be just as dangerous as cellphone use. It takes eyes and concentration off the road, which is not permissible under this policy. Our school allows employee use of personal, portable audio devices, because we do not want to eliminate employees' ability to enjoy music while behind the wheel. However, employees must follow these guidelines:

Employees may not take their eyes off the road to adjust music settings.

Programming music settings while stopped or pulled off the road or before departing is permissible behavior.

Employees may not, under any circumstances, use hand-held audio streaming devices with headphones—not only is it illegal in most states, but it also impedes the driver's ability to properly hear warning signs, signals or sirens.

Accident Investigation Procedures:

DaVinci Academy realizes some accidents are not preventable. Drivers should seek medical attention immediately, if necessary. Supervisors and drivers will be trained in post-accident procedures to secure the details of the accident and document the damage. Providing detailed facts of the accident will help our insurance carrier deter fraudulent third-party insurance schemes.

Drivers are required to document all details of the accident: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved.

Once this information is secured, the driver is to report all accidents and included documentation immediately to their supervisor and/or Executive Administrator.

Prohibited Behavior:

Behaviors that may result in suspension and/or termination include:

- Driving while under the influence of drugs or alcohol
- Operating a vehicle with a suspended license
- Using a motor vehicle for commission of a felony
- Aggravated assault with a motor vehicle
- Reckless driving
- Hit and run



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Three moving violations in the last three years found on the motor vehicle report
More than two preventable accidents involving personal injury or property damage within the last three years



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Employee Acknowledgement

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DaVinci Academy encourages its employees to take a proactive approach in identifying potential hazards by promptly reporting them to their supervisors.

A motor vehicle report (MVR) will be requested at least once per year. Management reserves the right to use its discretion in determining an unsatisfactory MVR. As a guideline, two violations in the past three years will be grounds for an unsatisfactory MVR and may be cause for termination and/or disciplinary actions.

Driving under the influence of alcohol or other illegal substances is grounds for termination.

Drivers are required to document details of any accident that may occur while they are driving: traffic flow, speed limits, stop lights/signs, weather conditions, citations issued, etc. Pictures should be taken to document the extent of damage to all vehicles involved. **EMPLOYEES MUST REPORT ACCIDENTS IMMEDIATELY TO THEIR SUPERVISOR OR EXECUTIVE ADMINISTRATOR.**

Personal use of company vehicles is prohibited without prior permission from school administration.

I have read and understand DaVinci Academy's Driver Safety Policy and its requirements and expectations of me as an employee.

Employee Name (please print)

Employee Signature

Date