

Along with the Plan itself, this packet contains the following:

- Vehicle accident procedure
- Safe operation practices
- Vehicle accident/incident worksheet, (with the vehicle accident code sheet on back).

The safe operation of School Board owned vehicles is an integral part of our daily job performance. Whether driving a School Board owned vehicle is an essential part of your job description, or driving for your position is simply to transport you and your tools and supplies to and from the job site, it is your responsibility to always use safe driving practices in the operation and care of your assigned vehicle. It is also your responsibility to ensure that you carry the proper license to operate the vehicle and that the vehicle is appropriate for the task at hand. If you have questions about the appropriate license or equipment for the task, you must inform your supervisor. You may also wish to speak to your work site Safe Driver Plan committee representative.

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I hereby acknowledge receipt of a copy of the Safe Driver Plan II established by the District School Board of Pasco regarding accidents, driving violations, and district regulations.

I have read the Safe Driver Plan II, any questions I have about it have been answered, and I understand its contents.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Department/School:** \_\_\_\_\_ **Pasco Co. Schools Employee:** YES or NO

**FL Driver's License Number:** \_\_\_\_\_

**PRINT your name as it appears on your driver's license:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Signature of Administrator recommending above employee to be a member of the SDPII, authorizing use of a School Board vehicle, as needed to fulfill their duties within their job description.**

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**Administrator's Signature**

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**Printed Name**

**PLEASE TAPE A COPY OF YOUR FL DRIVER'S LICENSE HERE**

## THE DISTRICT SCHOOL BOARD OF PASCO COUNTY SAFE DRIVER PLAN II

**INTRODUCTION:** The School Board believes the potential for injuries and lawsuits can be reduced by having a plan that assures we do not hire or allow any person to operate a School Board owned vehicle who does not have an acceptable driving record. Persons who have poor driving records will not be permitted to drive a School Board owned vehicle.

**PLAN:** In order to qualify for and remain employed by the District School Board of Pasco County, every member must establish and maintain an overall driving record which exemplifies careful driving habits and meets the criteria prescribed by this plan. The Assistant Superintendent for Support Services, or his/her designee is responsible for the monitoring of the driving records of all plan members. All members will be required to report the following to the office of the Chairperson of the Safe Driver Plan II committee:

1. All citations they receive and all accidents in which they are involved as the operator of a School Board owned vehicle.
2. All evidence of damage to School Board owned assigned vehicle.

**DEFINITION:** An accident is defined as an unforeseen and/or unplanned event or circumstance. It usually produces unintended property damage, injury, or death.

**APPLICABILITY:** This plan applies to all School Board employees who operate School Board owned vehicles.

**EFFECTIVE DATE:** This plan supersedes all preceding plans and is effective immediately.

**APPLICATION:** All members/applicants shall have their records reviewed annually. If their records do not demonstrate safe driving they will not be permitted to operate School Board owned vehicles. Members may not transport students if they have the equivalent of more than five points in the last year, or ten points in the last five years, or have been convicted of DWI, DUI or DUBAL within the last seven years. If a member is terminated due to excessive points, they may be considered for employment in a non-driving position.

**REPORTING:** It is the responsibility of all employees included in this plan to report to their supervisor or office, immediately, before leaving the scene of any accident in which they are involved as the operator of a School Board owned vehicle.

It is the responsibility of all employees included in this plan to immediately report, the suspension or revocation of their driver's license.

No member shall be allowed to operate a vehicle belonging to the School Board without proper license or when such a license is under suspension or revocation.

Failure to report as required above or making a false or misleading report, may be grounds for termination of employment.

The committee will normally table an item and not assign points while either relevant court action is pending or pertinent information is being sought. When an item is tabled, any subsequent points assigned will be effective the date of the violation.

**ADMINISTRATION:** This plan will be administered by the Safe Driver Plan II Committee which consists of the following individuals:

A.S.S or his/her designee, Chairperson  
Supervisor of Transportation Maintenance, Member  
Supervisor of Drivers Education, Member  
Safety Manager, Member  
Risk Manager, Member

Elected Members:  
(1) Transportation, other than bus drivers  
(1) IS, DIMC, MS, DS, SFS  
(2) Maintenance

Members of the committee listed by title are members ex officio. Other members shall be selected by members of their designated group to a four (4) year term.

Each employee shall be given an opportunity to read this plan and have all of their questions answered. Each employee shall sign a form indicating that they have read this plan.

**THE DISTRICT SCHOOL BOARD OF PASCO COUNTY**

**SAFE DRIVER PLAN**

REV 08/06 (CORRECTION 12/2022)

**THE POINT SYSTEM**

The driving record of all School Board employees required to hold a **MEDICAL EXAMINER'S CERTIFICATE** (school bus drivers) will be reviewed in accordance with Florida State Board of Education Rule

Number 6A-3.0141. Points may be assigned as violations occur. A driver involved in a single accident or event but cited for more than one violation will only receive points equal to the category receiving the highest number of points.

Any violation may be reviewed by the Committee at any time. An accrual of points as shown below will result in the Committee recommending administrative action according to the following:

Points Accrued	Time Period	Action Recommended
1-4	12 month	Documented Warning
5-6	12 month	1 day suspension without pay
7-9	12 month	3 day suspension without pay
10-14	12 month	Termination of employment as a driver
15-19	24 month	Termination of employment as a driver
20 or more	36 month	Termination of employment as a driver

Committee recommendations may also include driver Observation and/or driver training.

**APPEALS:**

An employee has the right to appeal assessment of points, and/or administrative action relating thereto, by requesting a hearing before the Safe Driver Plan Committee. The appeal shall be by letter to the Chair within five work days of receipt of the notice of the Committee action and will state the employee's objection in detail. Further appeal will be entertained at Step 3, according to Article VI, Grievance Procedure, Section C of the SRP Master Contract, or Applicable School Board Policy.

**VIOLATION CATEGORIES**

**MAXIMUM POINTS TO BE ASSIGNED**

1. At fault accident due to .....	2
2. Conviction of driving while impaired (DWI), driving under the influence (DUI), or driving with unlawful blood alcohol level (DUBAL) will result in a mandatory recommendation for termination as a school bus driver.....	10
3. Speeding.....	10
(1 point per 5MPH over-private vehicle)	
(2 points per 5MPH over-school bus)	
4. Revised see #3	
5. Careless driving.....	4
6. Reckless driving.....	4
7. Failure to observe STOP sign. ....	4
8. Failure to observe red light.....	4
9. Failure to observe traffic control device and/or sign.....	4
10. Operating without a valid driver's license or Improper, revoked, suspended, etc. license.....	10
11. Improper lane change.....	4
12. Failure to have vehicle under control.....	4
13. Crossing private property to avoid traffic light or stop sign.....	2
14. Driving on the wrong side of the road.....	2
15. Improper turn.....	2
16. Failure to yield entering through highway.....	4
17. Failure to yield-right of way.....	4
18. Improper backing.....	2
19. Following too close.....	2
20. Improper passing.....	4
21. Knowingly leaving the scene of an accident.....	10
22. Failure to report within the next working day any written citation you receive as the driver of a non-School Board owned vehicle.....	10
23. Failure to immediately report any known accident in which you are involved or any written citation you receive as the driver of a School Board owned vehicle.....	10
24. Failure to stop at railroad crossing (when you are required to do so).....	5
25. Fleeing or attempting to elude police officer.....	10
(if a driver is driving other than a School Board owned vehicle.....)	5
26. Failure to observe any other established driving law or regulation, points to be established driving law or regulation, points to be established 0-10 by the Committee using the above schedule as a guide to determine the number of points according to similar severity.....	0-10
27. Not at fault.....	0
28. Unable to determine.....	0
29. Any action or accident that: Shows evidence of	
• driver gross neglect, or	
• results in multiple, serious or fatal injuries, or	
• causes extensive damage to vehicles or property or	
• demonstrates unsafe driving practices,	
may be charged in this category if 75% of the Committee members present vote to consider it such. Points to be established 0-10 by the Committee using the above schedule as a guide to determine the number of points according to similar severity.....	0-10
30. Failure to secure vehicle or load.....	10
31. Accident in/at a student loading/unloading area.....	10

## White Fleet

### **White Fleet involved in an accident which was our fault**

- Contact applicable police department (driver exchange should be completed and copies given to our driver)
  - Driver should contact their immediate Supervisor or Manager to report the accident
  - Provide other driver and police officer with our insurance carriers information (see attached)
  - Take photos of damage and area where accident occurred (driver or department rep can do this if they come out to take photos)
  - Driver's Supervisor, Manager, or Designated rep. should complete the Vehicle Crash Report and submit completed report to [riskmanagement@pasco.k12.fl.us](mailto:riskmanagement@pasco.k12.fl.us), [ARinaldi@pasco.k12.fl.us](mailto:ARinaldi@pasco.k12.fl.us), [csecone@pasco.k12.fl.us](mailto:csecone@pasco.k12.fl.us) - please also attach a copy of the drivers exchange and any photos
  - Transportation would take care of repairs and determine if it is a total loss or continue with repairing using the DO loss fund.
  - If accident involved injuries, Risk Management will file a claim with our insurance carrier (for those injured or with potential injuries)
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### **If accident was NOT our fault and minor damage to be repaired in house (at transportation compound)**

- Contact applicable police department (driver exchange should be completed and copies given to our driver)
- Driver should contact their immediate Supervisor or Manager to report the accident
- Provide other driver and police officer with our insurance carriers information (see attached)
- Take photos of damage and area where accident occurred (driver or department rep can do this if they come out to take photos)
- Driver's Supervisor, Manager, or Designated rep. should complete the Vehicle Crash Report and submit completed report to [riskmanagement@pasco.k12.fl.us](mailto:riskmanagement@pasco.k12.fl.us), [ARinaldi@pasco.k12.fl.us](mailto:ARinaldi@pasco.k12.fl.us), [csecone@pasco.k12.fl.us](mailto:csecone@pasco.k12.fl.us) - please also attach a copy of the drivers exchange and any photos

- Risk Management confirms with shop Manager (Compound where vehicle is attached/located) that fleet vehicle is being repaired in-house
  - Risk Management would file a claim with our claim's administrator CCMSI
  - Once repairs are complete, shop Manager will email final repair work order to [Riskmanagement@pasco.k12.fl.us](mailto:Riskmanagement@pasco.k12.fl.us)
  - Risk Management will submit the final work order to CCMSI so they can subrogate against at fault party
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### **If accident was NOT our fault and moderate/Severe damage requires outside shop repairs**

- Contact applicable police department (driver exchange should be completed and copies given to our driver)
  - Driver should contact their immediate Supervisor or Manager to report the accident
  - Provide other driver and police officer with our insurance carriers information (see attached)
  - Take photos of damage and area where accident occurred (driver or department rep can do this if they come out to take photos)
  - Driver's Supervisor, Manager, or Designated rep. should complete the Vehicle Crash Report and submit completed report to [riskmanagement@pasco.k12.fl.us](mailto:riskmanagement@pasco.k12.fl.us), [ARinaldi@pasco.k12.fl.us](mailto:ARinaldi@pasco.k12.fl.us), [csecone@pasco.k12.fl.us](mailto:csecone@pasco.k12.fl.us) - please also attach a copy of the drivers exchange and any photos
  - Risk Management will then file a claim with the insurance carrier & confirm with shop Manager that the fleet vehicle needs to be repaired by an outside shop
  - Risk Management requests an appraiser be assigned who will go to compound to inspect vehicle
  - Risk Manager will receive appraisal to approve and then will send copy to the shop Manager so vehicle can be taken to repair shop (shop must work from appraisal & notify the PDA listed if they find additional repair costs)
  - Shop Manager will let Risk Management know of the shops contact information so it can be provided to CCMSI
  - CCMSI will pay repair shop so vehicle can be released to shop Manager once repairs completed
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## If accident was NOT our fault and vehicle deemed a total loss

- Contact applicable police department (driver exchange should be completed and copies given to our driver)
- Driver should contact their immediate Supervisor or Manager to report the accident
- Provide other driver and police officer with our insurance carriers information (see attached)
- Take photos of damage and area where accident occurred (driver or department rep can do this if they come out to take photos)
- Driver's Supervisor, Manager, or Designated rep. should complete the Vehicle Crash Report and submit completed report to [riskmanagement@pasco.k12.fl.us](mailto:riskmanagement@pasco.k12.fl.us), [ARinaldi@pasco.k12.fl.us](mailto:ARinaldi@pasco.k12.fl.us), [csecone@pasco.k12.fl.us](mailto:csecone@pasco.k12.fl.us) - please also attach a copy of the drivers exchange and any photos
- Risk Management will file a claim with the insurance carrier and request appraiser be assigned (they will go to compound to inspect vehicle)
- If appraiser deems vehicle a total loss, they will communicate this to our insurance carrier who will then notify the Risk Manager
- Risk Manager will then work with Transportation Operations Manager
- Once all required information is obtained, Risk Manager will draft a memo and submit it and supporting documentation to CFO for Board approval
- Once Board approval is received by Risk Manager (and other needed documents), follow up will be done with Transportation Operations Manager so title can be released
- Title will be sent to Risk Manager who will then provide it to CCMSI

## SAFE OPERATION PRACTICES

As the driver of a School Board owned vehicle it is important that you operate and care for your assigned vehicle in a safe and responsible fashion. This list of safe operating practices should be followed to ensure everyone's safety.

1. Pre-trip your vehicle. Follow the pre-trip form to verify the condition of your vehicle the first time you use it for the week. This will allow you to find defects before you get out onto the road.
2. Do not use a vehicle that fails the pre-trip due to a safety defect.
3. Be sure the vehicle is appropriately sized and equipped for the task at hand. This includes both the physical size (length, height, width) and the weight of the load. Oversized or overweight loads may require special arrangements.
4. Secure the load properly. This may include the use of tie-downs, chains and binders, or straps, as appropriate for the load.
5. Be sure to close the tailgate or overhead door before moving the vehicle.
6. In the daytime, loads that stick out more than 48 inches must have a red flag of at least 12 inches square displayed.
7. Stow lift gates completely before moving the vehicle.
8. Latch both sides of lift gates.
9. All handtrucks mounted on the exterior of vehicles should be locked in place.
10. When towing trailers or other equipment, make sure that the hitch is adequate, that the lights are operable, and that safety chains are used.
11. If the vehicle becomes "stuck" in either sand or mud do not try to extract it yourself. Contact the nearest Transportation Office for assistance.
12. In the event you or your vehicle are involved in an accident be sure to follow the Board's reporting procedure.
13. Evaluate clearance and maneuverability prior to driving into an area.
14. Always practice defensive driving techniques.
15. Keep the driver's area free of loose items that may cause injury in the event of sudden maneuver or accident.
16. Always wear your seatbelt and shoulder harness.