

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Fleet Safety

Series: G68

Reference:

Issued: 03.18.2004

Revised:

Revision Number:

68.01 Policy: Many employees operate board owned vehicles as part of their jobs. Employees are expected to operate vehicles safely to prevent accidents which may result in injuries and property loss. It is the policy of Kanawha County Schools to provide and maintain a safe working environment to protect our employees and the citizens of the communities where we conduct business from injury and property loss. Kanawha County Schools considers the use of automobiles part of the working environment. Kanawha County Schools is committed to promoting a high level of safety awareness and responsible driving behavior in it's employees. Our efforts and the commitment of employees will prevent vehicle accidents and reduce personal injury and property loss claims. This program requires the full cooperation of each driver to operate their vehicle safely and to adhere to the responsibilities outlined in the Fleet Safety Program. Elements of this program include:

68.01.1 Assigning responsibilities at all levels of employment

68.01.2 Vehicle use

68.01.3 Employee driver's license checks

68.01.4 Accident reporting and investigation

68.01.5 Accident Review Committee

68.01.6 Vehicle selection and maintenance

68.01.7 Training standards

68.01.8 Car Phone Safety

68.01.9 Fleet Safety Rules

68.02 Responsibility: Management is responsible for successful implementation and on-going execution of this program. Supervisors and employees are responsible for meeting and maintaining the standards set forth in this program.

68.03 Scope: This policy applies to employees who are required as part of their regular duties to operate vehicles owned by the Kanawha County School Board and will be reviewed by managers and supervisors to ensure full implementation and compliance.

68.04 ORGANIZATION AND RESPONSIBILITIES: The Directors of Pupil Transportation and Maintenance/Energy Management are responsible for directing an aggressive vehicle safety program. The Director of Safety will provide support and technical assistance to the Fleet Safety Program.

68.04.1 The Directors will:

68.04.1.1 Implement the Fleet Safety Program in their areas of responsibility.

68.04.1.2 Insure compliance with the program.

68.04.1.3 Provide assistance and the resources necessary to implement and maintain the program.

68.04.2 Supervisors will:

68.04.2.1 Be held accountable for safety performance in their areas of

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- responsibility through the evaluation process.
- 68.04.2.2** Where conditions permit, investigate all accidents involving personal injury or major property damage. Where on-site investigations are not possible, photographs should be taken. The supervisor should review all the facts available (i.e., driver's report, police report, insurance investigation, and eye witnesses) to determine the likely chain of events.
- 68.04.2.3** Conduct accident investigations to help assure that the conditions responsible for the loss were identified and corrective action was taken, verified as being implemented and later evaluated for its effectiveness.
- 68.04.3** Driver's will:
- 68.04.3.1** Always operate a motor vehicle in a safe manner.
- 68.04.3.2** Maintain a valid driver's license.
- 68.04.3.3** Maintain assigned vehicles according to established maintenance standards.
- 68.04.3.4** Will give verbal notice of an accident immediately to the designated supervisor and shall complete a written accident report form submitted to the supervisor within 24 hours.
- 68.05** Vehicle Use:
- 68.05.1 Passenger Cars:** Employees authorized by their supervisors will be permitted to operate a passenger car.
- 68.05.2 Commercial Vans, Trucks, & Buses:** Employees with appropriate commercial driver's license (if required by the state), authorization from their supervisor and qualified by state and federal DOT (Department of Transportation) when applicable will be permitted to operate the vehicle.
- 68.05.3 Unauthorized Operation of Vehicles:** Assigned drivers and other authorized employees will not allow an unauthorized individual to operate a county owned vehicle. No Exceptions! Disciplinary action may be taken.
- 68.06** Driver Selection:
- 68.06.1 Driver Evaluation:** Employees will be evaluated and selected based on their driving ability.
- 68.06.2** To evaluate applicants and employees as drivers, supervisors will:
- 68.06.2.1** Ensure the employee has a valid driver's license.
- 68.06.2.2** Review past driving performance and work experience through previous employers' reference checks.
- 68.06.2.3** Review the employee's Motor Vehicle Record (MVR) prior to hire. In addition, the motor

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vehicle record of all persons required as part of their regular duties to operate county owned vehicles should be obtained and reviewed at least annually. A driver with a history of accidents and traffic violations is likely to continue in this manner.

post accident classroom training, in-vehicle (road testing), discussion, or skills assessment which may reduce the potential for future accidents. Need for training can be identified through accidents, violations, or complaints.

68.06.2.4 Ensure the employee is qualified to operate the type of vehicle he/she will drive. All employees with commercial driver's license will be given a road test, in traffic, in the type of vehicle they are expected to drive. Road tests results will be documented. Other employees who drive as a part of their duties may be given a road test if reasonable cause for concern about their driving abilities exists.

68.06.3.3 Defensive Driving Techniques - this should be the theme of the driver training program.

68.07 ACCIDENT RECORD

KEEPING, REPORTING &

ANALYSIS: Every accident involving personal injury and/or property damage will be reported, investigated, and reviewed. Each driver will be instructed on how to handle an accident situation. The vehicle driver must give verbal notice of the accident immediately to the designated supervisor and shall complete a written accident report form submitted to the supervisor within 24 hours. As soon as possible after each accident, the driver will be interviewed by the supervisor. The supervisor will complete their own report of the accident investigation using the information gathered from the accident scene, law enforcement, accident reports, witnesses, and discussions with the driver. A master file of accidents and related data should be maintained for purposes such as periodic analysis to identify trends in frequency and severity.

68.06.3 Driver Training: A minimum training program, including any Federal or State Regulations, should involve:

68.06.3.1 Rules of the road, accident and emergency procedures, and knowledge of the vehicle and proper operation. Each vehicle should have an accident report packet, which provides the driver with information on who to notify and forms to record necessary information.

68.07.1 An Accident Review Committee shall be established in each department to review accidents and determine preventability. Determining driver

68.06.3.2 Remedial Training - a measure that can be used to improve driving skills and performance. This training can take the form of

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- responsibility for accidents shall be based upon National Safety Council, Rules and Regulations. The purposes of the review will be to:
- 68.07.1.1 Give fair and impartial treatment to the safety record of the driver.
 - 68.07.1.2 Provide guidance for the Fleet Safety Program based on actual accident experience.
 - 68.07.1.3 Provide the foundation for a Safe Driver Recognition Program
 - 68.07.2 Each Accident Review Committee shall include at least one (1):
 - 68.07.2.1 Supervisor
 - 68.07.2.2 Designated safety representative
 - 68.07.2.3 Department employee selected representative
 - 68.07.2.4 Mechanic representative where possible or as needed
 - 68.07.2.5 Back-up representative for the above
 - 68.07.3 Preventable Accidents – A preventable accident is any accident involving a company’ vehicle regardless of who was injured, what property was damaged or to what extent, or where it occurred in which the driver in question failed to exercise every possible precaution to prevent the accident. Responsibility for accidents is based on whether or not the accident was preventable and not on who was primarily responsible
- or at fault. Responsibility to prevent accidents goes beyond careful observance of traffic rules and regulations. Drivers must drive in a manner to prevent accidents, regardless of the other fellow’s faulty driving or non-observance of traffic regulations. Therefore:
- UNLESS THOROUGH INVESTIGATION SHOWS EXTENUATING CIRCUMSTANCES QUITE BEYOND THE CONTROL OF THE DRIVER, THE FOLLOWING TYPES OF ACCIDENTS WILL BE REGARDED AS PREVENTABLE. THIS LIST HAS BEEN PREPARED AS A GUIDE TO HELP YOU DETERMINE WHETHER OR NOT AM ACCIDENT SHOULD BE CHARGED AS “PREVENTABLE” ON A DRIVER’S RECORD.
- 68.07.3.1 Grade Crossing Collisions: Collisions with trains at grade crossings. Regardless of where the accident occurred, trains always have the right-of-way.
 - 68.07.3.2 Backing Accidents: The care with which a vehicle is backed depends entirely on the driver - whether or not he uses both the left and right rearview mirrors and how careful he is to make certain the way is clear. The driver is in no way relieved of his responsibility to act safely when someone guides him. The guide does not have control of the vehicle and can neither start it

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- nor stop it.
- 68.07.3.3** Collision with the Vehicle Ahead:
Having the vehicle ahead stop suddenly is a common highway hazard.. Collisions with such vehicles are considered preventable because drivers always should follow at a safe distance.
- 68.07.3.4** Your Vehicle Struck in Rear By Another: Will be considered preventable when:
- 68.07.3.4.1** Your driver was passing traffic when close to an intersection, then stopped suddenly at the intersection for a red light, stop sign, pedestrian or other vehicle.
- 68.07.3.4.2** Vehicle was improperly parked.
- 68.07.3.4.3** Vehicle rolled back in preparation for starting ahead.
- 68.07.3.4.4** Driver made sudden stop to park, to load or unload merchandise or passengers, for a grade crossing or for similar reasons.
- 68.07.3.5** Accidents at Intersections:
- 68.07.3.5.1** Driving Straight Through Intersection: Collisions with vehicles coming from either the left or the right, regardless of the presence or absence of stop signs or traffic lights, or whether the light was green or changing.
- 68.07.3.5.2** Driving Straight Through Intersection: Collision with approaching vehicle making left turn in front of your driver.
- 68.07.3.5.3** Starting Through Intersection When Light Changes: Collision with cross traffic which has not cleared the intersection.
- 68.07.3.5.4** Making Right or Left Turns: Collision with approaching or cross traffic. Collision with adjacent traffic even when the other vehicle is illegally passing at the intersection. Also, collision with a vehicle leaving curb as your driver makes a right turn.
- 68.07.3.5.5** Making U-Turn
- 68.07.3.5.6** Accidents While Passing or Being Passed: Drivers are required to overtake and pass safely, and not speed up when being passed.
- 68.07.3.5.7** Weaving Right or Left: Failure to keep in line in multiple lane traffic. Some accidents may seem unavoidable if it appears that the other vehicle tried to pass through a space too narrow, when actually the space was made too narrow by the weaving of your driver.
- 68.07.3.5.8** Squeeze Plays and Shutouts: Usually due to leading driver forcing the other driver to the left of the center line - into viaduct columns, parked vehicles, adjacent traffic, or off the roadway. Drivers should not get into a position where they may

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be forced into trouble, nor should they swerve so as to force others into trouble.

68.07.3.5.9 Accidents in Pulling Away from the Curb or Other Parking Place:

It is the responsibility of your driver to enter the flow of traffic safely.

68.07.3.5.10 Accidents When Entering Traffic from a Driveway, Alley, or Side Street:

It is your driver's responsibility to enter traffic safely from such locations.

68.07.3.5.11 Accidents When Other Driver Enters the Main Road from Driveway, Alley or Side Street:

These accidents may be prevented by Defensive Driving.

68.07.3.5.12 Collisions with Streetcars:

Head-on, angle and sideswipe collisions, and all rear end collisions of types covered in paragraph ___ and ___.

Included are all accidents occurring when passing streetcars. It is the driver's responsibility to pass safely.

68.07.3.5.13 Collision With Vehicles from Opposite Direction:

Includes both head-on and sideswipe collisions.

68.07.3.5.14 Pedestrian Accidents: All types of pedestrian accidents, including collisions with children and with persons coming from between parked cars.

68.07.3.5.15 Non-Collision and Collision with

Fixed Objects: Includes over-turning in roadway, running off roadway, and collision with culvert, traffic signal, parked vehicle, or other object.

68.07.3.5.16 Skidding Accidents: In which your vehicle skids.

68.07.3.5.17 Accidents Due to Poor Visibility:

Darkness, fog, rain, snow, sleet, glare, etc. The burden of responsibility is placed on the driver to operate his vehicle within the limits of his ability to see ahead.

68.07.3.5.18 Accidents Due to Faulty Brakes:

It is the driver's responsibility to report faulty *brakes*. It is also the driver's responsibility to drive within the limits of the mechanical condition of the vehicle. This classification includes accidents caused by trucks rolling away from parked position due to failure to block the vehicle, to properly set hand brake, air leak, etc.

68.07.3.5.19 Mechanical Failure:

When the investigation of a "Mechanical Failure" accident shows that the mechanical failure which caused the accident was due to rough and abusive handling on the part of the driver, the resulting accident should be charged against the driver. Fleet operators should not permit nor require their drivers to operate

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mechanically defective equipment.	68.07.3.6.1.4	An appointment will be scheduled for the employee with the supervisor or designated Review Committee member to discuss your first minor preventable accident (less than \$250.00 combined damage and no bodily injury) within the last twelve month period.
68.07.3.5.20 <u>Yard and Terminal Accidents:</u> The same rules apply regardless of where the vehicle is being operated. When operating on private property the driver is in no way relieved of his responsibility to operate safely.		
68.07.3.6 Preventable and Non-Preventable Accidents: After the employee accident is reviewed by the Accident Review Committee, a letter will be sent to the employee indicating how the accident was classified.	68.07.3.6.1.5	An appointment will be scheduled for the employee with the Department Director or Safety designee to discuss any major preventable accident or second minor preventable accident within a twelve month period.
68.07.3.6.1 For accidents classified as <u>preventable</u> , the following applies:		
68.07.3.6.1.1 A copy of the National Safety Council rules will be provided.	68.07.3.6.1.6	A written confirmation that the above conference (s) including any corrective actions taken shall be recorded.
68.07.3.6.1.2 If the employee disagrees with the committee's decision, the employee will have ten days from the date of the letter to appeal to the Accident Review Committee. This appeal must be in writing.		
68.07.3.6.1.3 The Accident Review Team feels that more attention to the driving task, earlier recognition of hazards and appropriate defensive action could have prevented the collision.		
	68.08	<u>Calculating Fleet Accident Frequency Rates for Bench-marking:</u> The Bench-marking of the fleet loss, utilizing frequency or severity rates will provide a starting point, as well as a measurement standard as to the direction of the program. Accident statistics can identify the effectiveness of the fleet safety operations. Comparisons may be made against government or agency base loss data, similar industries, fleet or territories of operations. A useful accident analysis tool is a regularly-scheduled computing of the fleet accident

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frequency rate per 1,000,000 vehicle miles. Vehicle miles should be computed from odometer readings of all vehicles and not left to rough guesses based on route mileage unless the operations of the fleet are stable from day to day. The standard formula for figuring a fleet accident rate is: Fleet accident frequency rate equals the Number of Accidents multiplied by 1,000,000 divided by the Total fleet miles driven.

68.09 Safe Driving Award Program:

Management can motivate employees operating county owned vehicles by showing interest for safety and efficient job performance. Safe driving deserves recognition and the driver that does well deserves to be told so.

68.09.1 A safe driver award program is designed for employers to recognize, reward, and encourage the accident-free performance of individual employee's on an annual basis.

68.09.2 Each participating department shall enroll in the National Safety Council Safe Driver Award Program to encourage and promote continuous practice of safe driving skills.

68.09.3 A safe driving award shall be given annually to each regular employee driving a county owned vehicle who:

68.09.3.1 Is not involved in a preventable accident.

68.09.3.1.1 Did not use more than 5 days of sick leave, bereavement leave, personal leave, or a combination of these days.

68.09.3.1.2 Worked a minimum of 133 days in a fiscal year.

68.09.3.1.3 Drove a minimum of 750 miles per calendar month during each full month of their employment term.

68.09.3.2 All drivers qualifying for a safe driving award will receive \$100.00 incentive pay. This incentive program will be evaluated annually to determine its effectiveness and determine if it should be altered or eliminated.

68.10 VEHICLE INSPECTION &

MAINTENANCE: The vehicle should be inspected daily by each driver, and at least quarterly by a qualified mechanic, using the Vehicle Inspection Report Form. A copy of the report should be forwarded to the appropriate supervisor. An effective preventive maintenance plan should be established. Guidance may be obtained from the equipment manufacturer. Preventive Maintenance is performed on a mileage or time basis. Records should be kept of all repairs and maintenance performed on any vehicle.

68.11 CAR-PHONE SAFETY: Driving safely must take precedence over phoning. When on the road, drivers must concentrate on safe and defensive driving, not on making phone calls. Placing phone calls while driving a county owned vehicle and the vehicle is in motion is prohibited. If a call is received while driving a county owned vehicle and the vehicle is in motion, the driver should pull off the road in a safe manner to

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conclude the call.

68.12 FLEET SAFETY RULES: The following are safe driving rules to be followed in the Fleet Safety Program. Do not take chances. To arrive safely is more important than to arrive on time. Drivers should be mentally and physically rested and alert prior to each trip.

68.12.1 Drinking of alcoholic beverages while driving, or driving while under the influence of alcohol or restricted drugs, is prohibited.

68.12.2 Drivers must have a valid driver's license for the type of vehicle to be operated, and keep the license(s) with them at all times while driving.

68.12.3 Traffic laws must be obeyed.

68.12.4 Speed shall never be faster than a rate consistent with existing speed laws and road, traffic and weather conditions. Posted speed limits must be obeyed.

68.12.5 Never attempt to exercise the right-of-way; always let the other driver go first.

68.12.6 Keep to the right except when overtaking slow-moving vehicles, or when getting into a position to make a left turn.

68.12.7 Never follow another vehicle so closely that a safe stop can't be made under any conditions. Observe Timed-Interval and Following-Distance guidelines.

68.12.8 Turn signals must be used to show where the driver is heading while going into traffic and before every turn or lane change. Remember, signaling intentions do not give the driver the right of way, or guarantee a safe lane change.

68.12.9 Slow down and watch for children in school zones.

68.12.10 Vehicles are to be driven by authorized drivers only.

68.12.11 Do not give rides to hitch-hikers or strangers.

68.12.12 Seat belts and/or safety restraint systems must be worn by drivers and passengers as designed by vehicle manufacturers.

68.12.13 Check the vehicle daily. Check lights, tires, brakes, and steering particularly. An unsafe vehicle should not be operated until repairs are made.

68.12.14 Drivers must report all accidents immediately.

68.12.15 Drivers must report all arrests and traffic convictions to your employer. Repeated traffic convictions or failure to report traffic accidents or convictions may result in disciplinary action.

68.12.16 Other applicable safe driving rules prescribed by state or local laws or by the applicable D.O.T. Motor Carrier Safety Regulations must be followed.

68.13 **MOTOR VEHICLE**

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RECORD/DRIVING RECORD

EVALUATION: MVR's (Motor Vehicle Reports) should be obtained on all drivers on an annual basis and also used as the foundation for selecting employees who will be allowed to operate a county vehicle. The review of these reports is important when hiring a new driver, as their past driving record affords one of the best clues to his/her future performance as a safe, dependable driver. Past experience has shown there is a high correlation between poor driving records and accident frequency. A new employee should not be allowed to drive a county vehicle until his MVR is obtained and favorable results are noted. Annual review of the MVR should result in the determination of whether an employee can continue to drive a county vehicle.

- 68.13.1.7** Using a motor vehicle for the commission of a felony.
- 68.13.1.8** Aggravated assault with a motor vehicle.
- 68.13.1.9** Operating a motor vehicle without the owners' authority (grand theft).
- 68.13.1.10** Permitting an unlicensed person to drive.
- 68.13.1.11** Reckless driving.
- 68.13.1.12** Racing on streets and highways.
- 68.13.1.13** Hit and run (bodily injury or property damage).

68.13.2 CORRECTIVE ACTION:

Employees will be restricted from driving county vehicles and placed upon a plan of improvement based upon the following criteria:

68.13.1 DISQUALIFYING VIOLATIONS

- 68.13.1.1** As an applicant, has (6) or more points on DMV driving record.
- 68.13.1.2** While employed, has accumulated 10 or more points on DMV driving record at any given time.
- 68.13.1.3** Driving while intoxicated.
- 68.13.1.4** Driving while under the influence of drugs.
- 68.13.1.5** Negligent homicide arising out of the use of a motor vehicle (gross negligence).
- 68.13.1.6** Operating during a period of suspension or revocation.

- 68.13.2.1** Three (3) minor preventable accidents within a 12 month period.
- 68.13.2.2** Two (2) major preventable accidents within a 12 month period.
- 68.13.2.3** Any combination of (3) major or minor accidents within a 12 month period.