

Lackland ISD Fleet Safety Guideline



Adopted [January 2007]
Last Revised [January 2015]

Lackland ISD Mission Statement:

The mission of the Lackland Independent School District is:

Providing world-class instructional programs that promote lifetime success for the military child.

Superintendent's Introduction

Bexar County had 173 fatal crashes in 2014, the third highest number of crashes for the last year*. Chances are that you probably know someone who has been killed or seriously injured in a vehicle accident. In addition to the tragic toll in human life, needless billions of dollars are spent every year in the wake of vehicle accidents, *most of which are preventable*. We cannot bear to lose our most important asset, our students and/or employees, through preventable vehicle accidents.

The safe accident-free operation of motor vehicles is consistent with, and an important supporting part of, our school district's goals. Like every organization, Lackland ISD operates on a limited budget, and every dollar spent on unnecessary expenses is a dollar taken out of the classroom and directly away from fulfilling our mission. Financial resources that must be paid for bodily injury, property damage, lost wages, accident investigation, re-training, insurance premiums, fines, etc. are resources that will not be available for use towards our primary obligation to educate our children.

The Lackland ISD **Fleet Safety** guideline has the full support of Lackland ISD senior management and the Lackland ISD School Board. It is more than just words on a page, more than just a yellowing policy gathering dust on some dark, forgotten administrator's shelf. It is the *code* and *philosophy* by which every employee is expected to conduct themselves when operating a vehicle on behalf of Lackland ISD. Safe driving is an important premise of how we do our transportation job, everyday!

Dr. Burnie L. Roper
Lackland ISD Superintendent of Schools

* <http://www.mysanantonio.com/news/local/article/Bexar-County-roadways-third-deadliest-in-state-5999814.php>

Table of Contents

<i>Section 1</i>	Statement of Safe Driving
<i>Section 2</i>	Scope
<i>Section 3</i>	Definitions
<i>Section 4</i>	Responsibilities
<i>Section 5</i>	Commercial Motor Vehicles
<i>Section 6</i>	Driver Qualification
<i>Section 7</i>	Motor Vehicle Record Review
<i>Section 8</i>	Defensive Driving
<i>Section 9</i>	Fleet Safety Rules
<i>Section 10</i>	Motor Pool Vehicles
<i>Section 11</i>	Fifteen-Passenger Vans
<i>Section 12</i>	Non-Owned Vehicles
<i>Section 13</i>	Utility Vehicles
<i>Section 14</i>	Vehicle Maintenance and Safety Inspections
<i>Section 15</i>	Vehicle Security
<i>Section 16</i>	The Accident Scene
<i>Section 17</i>	Accident Review and Follow-up

Section 1
Statement of Safe Driving

- 1.1. **All Lackland ISD employees shall operate vehicles in a safe, responsible, and accident-free manner. This is the cornerstone for all that is contained in this Fleet Safety guideline.**
- 1.2. The goal of this Fleet Safety guideline is to promote the safe and accident-free operation of all vehicles used in the conduct of school business through proper driver management and safe driving practices. Therefore, the objectives of this Fleet Safety are to:
 - 1.2.1. Establish a written program outlining minimum guidelines for the safe operation of vehicles in the conduct of Lackland ISD business;
 - 1.2.2. Establish minimum standards for drivers that are operating a vehicle in the conduct of Lackland ISD business; and
 - 1.2.3. Establish methods and standards by which vehicle accidents are to be reviewed, evaluated, and root causes corrected.
- 1.3. This Fleet Safety guideline is a minimum policy governing the safe operation of school vehicles. Your department may have additional policies that you must follow.

Section 2
Scope

- 2.1. This Fleet Safety Guideline applies to all persons employed by or connected with Lackland ISD who operate a vehicle in the conduct of school business.
- 2.2. This Fleet Safety Guideline does not propose to be inclusive of additional laws, regulations, or policies that are placed upon school bus (yellow fleet) drivers by:
 - 2.2.1. The United States Department of Transportation (DOT) and its state affiliates; or
 - 2.2.2. The State of Texas; or
 - 2.2.3. The Lackland ISD School Board Policy.
- 2.3. Failure to comply with these Fleet Safety Guidelines set forth in this document may result in disciplinary action, **including but not limited to *suspension of your Lackland ISD driving privileges or termination of your employment.***

Section 3
Definitions

- 3.1. For clarity and assistance in understanding the application of certain terms in this Fleet Safety Guideline, the following definitions are offered. These are not legal definitions, nor are they meant to bind administrators into rigid interpretations of this guideline. They are offered as a guide to help readers better understand certain terms used in this Fleet Safety Guideline.

- 3.1.1. **Approved Driver List:** A list of names of drivers who are approved to drive a Lackland ISD vehicle.
- 3.1.2. **CDL:** Commercial Driver’s License.
- 3.1.3. **Driver:** Any person who drives a Lackland ISD vehicle, including those required to drive a vehicle as part of their job duties as well as those whose use of a vehicle is elective.
- 3.1.4. **Motor Pool Vehicle:** A school vehicle that is not assigned to a driver, but is typically available to be “checked out” by a school employee for purposes such as transporting students to UIL events or attending professional development events.
- 3.1.5. **MVR:** Motor Vehicle Record. This record, obtained from a driver’s state of residence (directly, or from a third-party vendor), lists a driver’s record of accidents, convictions, and driver’s license status.
- 3.1.6. **Non-owned vehicle:** Any vehicle that is not owned, leased, or hired by Lackland ISD, but is operated in the conduct of school business. One example is a vehicle owned by an employee while being driven to the post office on school business.
- 3.1.7. **Guideline:** For the sake of brevity, Guideline (capitalized) as used in this document means the *Lackland ISD Fleet Safety Guideline*, in its entirety.
- 3.1.8. **Safe Driver Review Board:** A board appointed with the purpose to review all Lackland ISD vehicle accidents, determine preventability, recommend action, to review driver appeals, and other fleet safety duties as determined by Lackland ISD superintendent.
- 3.1.9. **Utility Vehicle:** This category includes, but is not limited to electric carts, John Deere *Gator* (or similar), all-terrain vehicles (ATV), tractors, riding lawn mowers, or any other school vehicle that is designed and operated primarily as an off-road vehicle.
- 3.1.10. **Vehicle:** Any automobile requiring some type of driver’s license to operate on public streets. This includes automobiles owned, leased, or hired by Lackland ISD, as well as non-owned vehicles owned by employees (or family) that are used in the conduct of school business.
- 3.1.11. **White Fleet Vehicle:** Any school vehicle other than a yellow fleet vehicle.
- 3.1.12. **Yellow Fleet Vehicle:** A school bus; a vehicle that meets all the Federal Motor Vehicle Safety Standards for a school bus (usually painted *National School Bus Yellow*).

Section 4

Responsibilities

- 4.1. The ultimate responsibility for the maintenance and enforcement of this Fleet Safety Guideline lies with the Executive Director for Operations.
- 4.2. Responsibility to obtain, to evaluate, and to maintain MVRs lies with the Human Resources. The Human Resources shall maintain and distribute the Approved Driver List to all administrators and directors.
- 4.3. Unless otherwise stated, each supervisor, administrator, manager, or director shall be directly responsible for the safe operation of all vehicles under their supervision. For all drivers under his or her supervision, it shall be the responsibility of each supervisor, administrator, manager, or director to promptly:

- 4.3.1. Maintain, in a confidential and secured file, a complete driver list for that department or campus. This list shall include all regular drivers of Lackland ISD vehicles as outlined in the section *Motor Vehicle Record Review*.
- 4.3.2. Provide driving orientation, training, and monitoring activities according to Lackland ISD employee policy and this Guideline, or arrange such orientation, training, and monitoring activities with Executive Director for Operations.
- 4.3.3. Enforce all provisions of this Guideline as it relates to the fleet drivers under his or her supervision.

Section 5

Commercial Motor Vehicles

- 5.1. All drivers who are operating a commercial motor vehicle [designed to transport more than 16 people] are required to possess a valid Commercial Driver's License (CDL) with endorsements appropriate to the vehicle to be driven.
 - 5.1.1. All school bus drivers will be required to possess, at minimum, a:
 - 5.1.1.1. CDL with passenger and school bus driver endorsements;
 - 5.1.1.2. Texas school bus operator's certificate
- 5.2. All drivers with a CDL are subject to alcohol and controlled substance testing as defined by Lackland ISD's Board Policy DHE (Legal and Local). Copies of this policy may be obtained from the district website at:
http://www.lacklandisd.net/district_information/school_board/school_board_policy
- 5.3. While this Guideline is intended as a minimum standard for all Lackland ISD drivers, bus drivers may have other policies and laws imposed by the Lackland ISD Transportation Department and federal and state regulators. Please see your supervisor if you have questions.
 - 5.3.1. Where the provisions of this Guideline may conflict with those other policies and laws, those other policies and laws shall prevail.

Section 6

Driver Qualification

- 6.1. All prospective employees whose job will require them to drive a Lackland ISD white fleet vehicle shall meet the following criteria:
 - 6.1.1. Minimum age twenty-one years, with at least three years of licensed driving experience;
 - 6.1.2. Valid Texas driver's license appropriate for the vehicle to be driven; and
 - 6.1.3. Satisfactory MVR review. No new employee shall operate a Lackland ISD vehicle until a satisfactory MVR review has been completed.
- 6.2. If a prospective employee has ever been terminated as a result of his or her driving record, he or she will not be considered for employment driving duty by Lackland ISD unless:
 - 6.2.1. He or she meets all other criteria for acceptability; and
 - 6.2.2. He or she has established a driving record (MVR) with zero points during the last twelve months.

- 6.3. All new employees whose job description includes driving a vehicle shall complete the Lackland ISD new driver orientation and training program prior to being added to the Approved Driver List.
- 6.4. All employees whose job description includes driving a vehicle are required to maintain a valid Texas driver's license appropriate for the vehicle to be driven. Drivers are to have this license in their possession at all times when operating a school district vehicle.
- 6.5. An employee driver is required to immediately notify his or her supervisor when his or her driver's license has been suspended, revoked, or restricted, or in the event of any accidents or receipt of any citations. **Failure to do so may result in loss of driving privileges and/or termination of employment with Lackland ISD.**
- 6.6. All employees whose job description includes regularly or even occasionally driving a white fleet vehicle **shall have their MVR reviewed annually**. This list of employees includes, but is not limited to:
- 6.6.1. Employees assigned to a vehicle (e.g. maintenance, grounds, transportation, administrators, etc.);
 - 6.6.2. Coaches;
 - 6.6.3. UIL Sponsors;
 - 6.6.4. Teachers;
 - 6.6.5. Campus administrators; and
 - 6.6.6. District administrative staff.
- 6.7. Drivers with satisfactory MVRs as outlined in the section *Motor Vehicle Record Review* will be added to the *Approved Driver List*. **No employee shall operate a Lackland ISD vehicle until a satisfactory MVR review has been completed.**
- 6.8. Drivers with unacceptable MVRs as outlined in the section *Motor Vehicle Record Review* **shall be prohibited from operating a Lackland ISD vehicle.**
- 6.9. Any change in status or accumulation of MVR points (either on the official state record, or as assigned through this Policy) will result in an immediate MVR review and possible change in employee driving status.
- 6.10. A white fleet driver who receives three or more points as assessed by this Policy as a result of a conviction and/or accident shall have the option of attending, at his or her expense, a state-approved or National Safety Council-approved Defensive Driving Course.
- 6.10.1. Successful completion of this course will allow the assessed points for that one conviction and/or accident to be removed from the employee's record for purposes of MVR review.
 - 6.10.2. The employee may receive credit for only one class per year.
 - 6.10.3. The employee will only receive credit for a class that is taken after the conviction and/or accident occurs.
 - 6.10.4. If the employee's MVR was unacceptable before taking the Defensive Driving Course (Lackland ISD driving privileges were suspended), driving privileges are not reinstated **until** a new MVR review is conducted and the employee is notified by management.

- 6.11. All employees whose job description includes driving a vehicle shall attend driver training as specified by the Lackland ISD driver training program. Attendance at all training sessions and safety meetings is **mandatory**.

Section 7

Motor Vehicle Record Review

- 7.1. All drivers for Lackland ISD are expected to maintain a driving record that reflects good driving habits.
- 7.1.1. Each Lackland ISD driver must meet acceptable insurability standards.
- 7.1.2. One of the most important indicators of a driver's probability of being involved in a future preventable accident is the driver's past record of accidents and moving violations. Drivers who habitually speed, tailgate, make illegal moves in traffic, fail to use equipment properly, etc. or who have a history of vehicle accidents are statistically more likely to be involved in future preventable accidents.
- 7.2. A driving record (MVR) will be reviewed annually for all drivers of the Lackland ISD yellow fleet according to the legal requirements of the State of Texas. Please contact the Lackland ISD Transportation Director for more information. Eligibility to operate a yellow fleet vehicle will be determined by that review.
- 7.3. A driving record (MVR) for the preceding three years will be reviewed annually for all regular drivers of the Lackland ISD white fleet.
- 7.3.1. If a driver has been a resident of Texas for less than three years, a motor vehicle record review of the preceding three years will be conducted for all prior states of residence. The employee may be responsible to obtain and provide those records.
- 7.3.2. If an employee is joining the white fleet driving pool mid-term (in-between the annual reviews), the employee may be responsible to provide a copy of his or her MVR. This MVR must be dated within the last thirty days and must cover the preceding three years.
- 7.4. **A driver will be disqualified from white fleet driving duty for either of the following within the preceding three years:**
- 7.4.1. Serious vehicular offenses, including *but not limited to*: driving under the influence of alcohol or drugs; driving while intoxicated; assault with a motor vehicle; driving while license suspended or revoked; leaving the scene of an accident; vehicular homicide; alcohol test refusal; or any felony use of a vehicle (including drug and alcohol offenses).
- 7.4.2. Administrative license revocations.
- 7.5. White fleet MVRs will be assigned points according to the following criteria:
- 7.5.1. For each occurrence within the preceding three years:
- 7.5.1.1. Equipment and/or non-moving violations not otherwise listed such as using a mobile device to text or talk while driving: one point.
- 7.5.1.2. Accidents: two points.
- 7.5.1.3. Moving violations not otherwise listed, including *but not limited to*: speeding, unsafe speed, or failure to control speed; racing; careless or reckless

driving; illegal lane use or lane change; failure to yield right of way; disregarded control signal or police officer; following too closely; improper passing, backing, or turning; improper use of equipment; no driver's license; or no seat belt: three points.

7.5.2. **An unacceptable white fleet MVR shall be defined as a total of more than 6 points.** Employment-related driving for employees with unacceptable MVRs is **immediately suspended** until and unless the MVR once again becomes acceptable, as determined by a future MVR review.

7.5.2.1. Any employee not meeting the Lackland ISD MVR acceptability criteria will be notified that his or her driving privileges have been suspended.

7.5.2.2. If current duties cannot be performed without driving responsibility, the employee may be reassigned to an available, non-driving position for which the employee is qualified. If no such position is available, the employee may be terminated.

7.6. **Any deviations from the above MVR acceptability criteria require the written approval of the Lackland ISD Superintendent of Schools.**

7.6.1. A copy of such approval shall be forwarded to the driver's supervisor and to the Human Resources Department.

Section 8

Defensive Driving

8.1. **Employees are expected to drive defensively at all times.**

8.1.1. Defensive driving is defined by the National Safety Council as *the ability to avoid crash involvement despite adverse driving conditions and the actions or errors of others*. The NSC further outlines the formula for defensive driving:

8.1.1.1. Recognize the hazard.

8.1.1.2. Understand the defense.

8.1.1.3. Act correctly in time.

8.2. The following actions will help improve your defensive driving:

8.2.1. **Protect your cushion of safety!** A driver should do everything reasonable to maintain clear space to the front, the sides, and to the rear of the vehicle at all times.

8.2.1.1. Rear-end accidents are among the most common preventable accidents.

Maintain an adequate following distance between your vehicle and the vehicle in front of you. When traveling at speeds up to 40 mph, allow at least one second of following distance for every ten feet of (your) vehicle length, PLUS at least one additional second for speeds over 40 mph, PLUS at least one additional second for bad weather.

8.2.1.2. Be aware of what is in the areas to the side of your vehicle. This is especially important on multi-lane roadways. Do not drive alongside other vehicles if you can avoid it. Beware of side-swipe and tail-swing hazards as you negotiate turns with your vehicle. Buses and other long vehicles are particularly vulnerable to this danger.

8.2.1.3. Know what is behind you. If another vehicle is tailgating you, allow additional following distance between yourself and the vehicle in front of you so that you can stop more slowly if traffic stops ahead of you. Sometimes, slightly slowing

- your vehicle will encourage a tailgater to go ahead and pass you, removing them from your danger zone.
- 8.2.2. Scan ahead. Anticipating hazards before you reach them helps to prevent many accidents.
 - 8.2.2.1. In town, scan one to one-and-one-half blocks ahead.
 - 8.2.2.2. On the highway, scan at least a quarter mile down the road.
 - 8.2.2.3. Don't let your attention get fixed on the spot right in front of your vehicle.
 - 8.2.3. Back safely. **Virtually all backing accidents are preventable.**
 - 8.2.3.1. Scan the entire area behind your vehicle that you will be backing into *before* you get in your vehicle.
 - 8.2.3.2. Back slowly and carefully, keeping your eyes moving and your attention focused.
 - 8.2.3.3. Back only when necessary and only as far as necessary.
 - 8.2.3.4. When in doubt: Stop, secure the vehicle, and G.O.A.L.: **Get Out And Look.**
 - 8.2.4. Try to anticipate the improper actions of others.
 - 8.2.4.1. Constantly play the "what if?" game with yourself as you drive. For example, "What if that driver who is stopped at that cross street suddenly pulls in front of me?" or "What if that driver in front of me suddenly slows down or changes lanes?"
 - 8.2.4.2. Have a plan of action (evasive maneuver) in your mind at all times.
 - 8.2.5. Practice the *Five "See's" of Driving*:
 - 8.2.5.1. *See High:* See far enough ahead of you along the road to spot danger before it can affect your vehicle. Try to see at least twelve seconds' traveling distance ahead of your vehicle.
 - 8.2.5.2. *See All:* See all of the hazards on and near the road, such as pedestrians, bicyclists, parked cars, vehicles making a right on red, vehicles on cross-streets, vehicles coming out of parking lots, oncoming vehicles, etc. Check your mirrors often and keep your eyes moving. Remember to always "expect the unexpected."
 - 8.2.5.3. *See an Out:* Maintain proper following distance at all times. Maintain a cushion of safety all around your vehicle. Always know what is around your vehicle and be prepared to take evasive maneuvers at any time. Don't let yourself become trapped without an out on a multi-lane roadway.
 - 8.2.5.4. *See That You Are Seen:* Always use your turn signals to alert other drivers what you are about to do. Tap your horn if necessary to alert others of your presence.
 - 8.2.5.5. *See with a Smile:* Maintain your composure. Always keep a good attitude about other drivers, even when they do dumb and dangerous things. Remember that "*anger* is just one letter away from *danger*." Remember that defensive driving means avoiding crashes *despite the actions or errors of others*. **You** are the professional driver.

Section 9

Fleet Safety Rules

- 9.1. Safe driving practices are the basis for accident prevention. **All drivers of Lackland ISD vehicles are required to comply with all established fleet safety guidelines.**

- 9.1.1. Employees are required to *obey all state and federal traffic laws* and traffic signal devices pertaining to the safe operation of a vehicle, including but not limited to, posted speed limits.
 - 9.1.1.1. All fleet vehicles are to be driven no faster than posted speed or *reasonable and prudent*, given the current road, traffic, and weather conditions.
 - 9.1.1.2. Unless otherwise stated in this Guideline, the maximum speed limit for a Lackland ISD white fleet vehicle is **70 mph** or the posted speed limit, whichever is less.
 - 9.1.2. Non-employees, including students, are **not** allowed to operate a Lackland ISD vehicle. This includes, but is not limited to, off-road vehicles such as electric carts, John Deere Gator (or similar), and tractors.
 - 9.1.3. Students are **not** to be transported in non-owned vehicles. Students are only to be transported in school-owned, leased, or hired vehicles, and only then with the full knowledge and approval of the campus or district administrator.
 - 9.1.4. All persons riding in a Lackland ISD vehicle **must wear seat belts** at all times that the vehicle is in motion. The driver will be held responsible for passenger compliance to this rule. If any passenger refuses to use the seat belts properly, the driver may refuse that person further passage, unless such refusal would immediately endanger that person's safety. The driver shall, as soon as possible, report such refusal to his or her supervisor.
 - 9.1.5. Use of hand-held wireless phones for talking or texting while driving is prohibited.
 - 9.1.5.1. If a call must be placed, pull off the road to a safe location and secure the vehicle before making or receiving wireless phone calls or text.
 - 9.1.6. Smoking in, or while operating, a school-owned vehicle is prohibited.
 - 9.1.7. Installation and/or use of any radar-detecting device are prohibited.
 - 9.1.8. Firearms are **not** permitted in any vehicle.
 - 9.1.9. No alcoholic beverages, illegal drugs, or controlled substances are to be consumed or possessed by the driver or passengers at any time while operating a Lackland ISD vehicle, including personal (non-owned) vehicles used for school business.
- 9.2. Personal use of Lackland ISD vehicles is **not** permitted.
- 9.2.1. With appropriate justification, some vehicles may be assigned to a driver for purposes that benefit Lackland ISD. One example might be an employee who takes a district vehicle home for an early morning departure on a school-related trip. The following additional rules apply to the use of such assigned vehicles:
 - 9.2.1.1. Usage of assigned vehicles during non-working hours will be restricted to commuting only. Commuting is defined as travel from the school to home or home to the school.
 - 9.2.1.2. During commuting, the driver of the assigned vehicle may make incidental stops. However, the driver will **not** stop at taverns, liquor stores, adult bookstores, or any other location that the sight of a Lackland ISD vehicle would reflect negatively upon our school.
 - 9.2.1.3. Family members or other non-employees are **not** allowed to operate or ride as a passenger in an assigned vehicle.
 - 9.2.1.4. The assigned vehicle must be properly secured while parked at the employee's home.
 - 9.2.1.4.1. Windows shall be up, doors locked, and keys removed.

- 9.2.1.4.2. Tools and equipment shall be secured from theft, and all utility compartments shall be locked. Target theft items should not be visible from outside the vehicle.
- 9.2.1.4.3. Vehicles are **not** to be parked on the street.
- 9.2.1.4.4. Employees may be held financially responsible for theft of items if these security measures are not taken.

9.3. Employee personal property is **not** insured by Lackland ISD. If you choose to carry personal property in a Lackland ISD vehicle, make sure that it is insured through your personal insurance.

9.4. Lackland ISD does not pay for citations. If you receive a citation, including a parking citation, while operating a Lackland ISD vehicle, it is your responsibility to pay it.

Section 10

Motor Pool Vehicles

- 10.1. The following information is required when reserving a motor pool vehicle:
- 10.1.1. Driver's name, department, and phone number;
 - 10.1.2. Destination;
 - 10.1.3. Planned date of pickup and date of return;
 - 10.1.4. The number of adults and the number of students traveling in the vehicle; and
 - 10.1.5. The number of people traveling to the same destination, if more than one vehicle is to be used.
- 10.2. If you wish to utilize a motor pool vehicle, you must:
- 10.2.1. Be an approved Lackland ISD driver:
 - 10.2.1.1. Possess an acceptable MVR as specified by this Policy;
 - 10.2.1.2. Possess a valid driver's license for the type of vehicle to be driven; and
 - 10.2.1.3. Be properly trained and qualified in the type of vehicle to be driven.
 - 10.2.2. Complete a Professional Leave Request form and return to your administrative supervisor at least five (5) days prior to your need for the vehicle.
 - 10.2.2.1. After approval by the Superintendent a copy will be forwarded to the Transportation Director.
 - 10.2.3. Complete a Vehicle Operation and Condition Report (**Exhibit Section**).
 - 10.2.4. **Return** the keys and report after the trip.
- 10.3. Failure to report visible damage to a vehicle upon its return, or failing to report any accident (no matter how minor), or making a false or misleading report, may be grounds for disciplinary action, up to and including termination.

Section 11

Fifteen-Passenger Vans

11.1. Fifteen-passenger vans present a higher level of risk due primarily to their higher risk of rollover in the event of an accident.

11.2. To improve the safety of our employees and their passengers, Lackland ISD has elected to not own or operate any 15-passenger vans to transport staff or students. Nor, shall any employee of the district rent or lease a 15-passenger van for school district purposes.

Section 12
Non-Owned Vehicles

- 12.1. The use of employee's (aka non-owned) vehicles for school business is discouraged. If a school-owned vehicle is available, it should be utilized. However, recognizing that there will be situations where this activity is unavoidable, Lackland ISD imposes the following policy:
- 12.1.1. All other parts of this Guideline apply to the operators of non-owned vehicles.
 - 12.1.2. Non-owned vehicles are to be driven by licensed adults; **not students**. Students are not to be asked to drive vehicles to or from any Lackland ISD event or for any purpose on behalf of Lackland ISD.
 - 12.1.3. Requests for mileage must be approved by the employee's direct supervisor before the trip is taken. Failure to do so may result in the delay or denial of mileage reimbursement. **Mileage reimbursement is not allowed for school-related travel within Bexar County.**
 - 12.1.4. To be eligible for mileage reimbursement, a Travel Authorization Form must be submitted and approved in advance. Obtain travel request forms from your supervisor or from the district business office.
 - 12.1.5. No reimbursement for mileage will be made to an employee for use of a non-owned vehicle if a school-owned vehicle is available, unless approved in advance by the employee's supervisor.
 - 12.1.6. Drivers of non-owned vehicles are required to carry personal auto liability insurance at all times, regardless of whether the driver is being reimbursed mileage.
 - 12.1.6.1. The insurance verification card must be carried in the vehicle while it is in use.
 - 12.1.6.2. The personal auto liability policy for the non-owned vehicle will be the first-dollar responder in the event of an accident. Mileage reimbursement rates take into account fuel costs, maintenance, depreciation, *and* primary insurance coverage.
- 12.2. No coverage is provided for vehicle repairs to an employee's vehicle. The owner is responsible for all repairs.
- 12.3. Drivers of non-owned vehicles should **immediately report all accidents to his or her insurance company, and to his or her supervisor.**

Section 13
Utility Vehicles

- 13.1. The Transportation Director will monitor the operations of utility vehicles. If in the transportation director's judgment hazardous operations occur, he may cite the driver, which will result in loss of privilege to drive the vehicle.
- 13.2. The following rules apply to the operation of utility vehicles:
- 13.2.1. Only authorized employees are allowed to operate utility vehicles. **STUDENTS ARE NOT ALLOWED TO OPERATE UTILITY VEHICLES.**
 - 13.2.2. No more than two persons will be allowed on a utility vehicle at one time.
 - 13.2.3. The speed limit shall be no more than **5 mph** on sidewalks and grass.

- 13.2.4. Vehicles shall not be operated on public roadways beyond those immediately adjacent to Lackland ISD property.
- 13.2.5. Drivers must yield to pedestrians at all times.
- 13.2.6. Occupants of the vehicles must remain seated in the designated passenger compartment when the vehicle is in motion. Arms and legs must remain in the vehicles while in motion.
- 13.2.7. Every effort should be made to prevent equipment or supplies from protruding out of the side of the vehicle while in transit. All items must be secured before the operation of the utility vehicle.
- 13.2.8. Use directional or hand signals before making a turn.
- 13.2.9. Do not pass another utility vehicle which is also in motion.
- 13.2.10. Set the parking brake when not in transit.
- 13.2.11. Unless the utility vehicle is equipped with head and taillights, they may **not** be operated at night (in darkness).
- 13.2.12. Utility vehicles will **not** drive through playground areas during school hours, or during any time that the playground is occupied.

Section 14

Vehicle Maintenance and Safety Inspections

- 14.1. The responsibility for safely operating all Lackland ISD vehicles lies ultimately with the driver.
 - 14.1.1. On assigned vehicles, it shall be the driver's responsibility to complete a daily safety checklist on any vehicle driven.
 - 14.1.2. Motor pool vehicles should be inspected by the driver upon check-out.
- 14.2. A suggested daily safety checklist for light vehicles is:
 - 14.2.1. Walk around the vehicle, checking for body damage, glass breakage, damaged lamps, etc.
 - 14.2.2. Check tire wear and inflation.
 - 14.2.3. View under vehicle for wet spots possibly caused by a fluid leak.
 - 14.2.4. Check the safe operation of all controls.
 - 14.2.5. Check the safe operation of seat belts.
- 14.3. Inspection, maintenance, and repair of motor pool vehicles are the responsibility of Transportation Director.
- 14.4. Scheduled maintenance and repair of assigned vehicles are the responsibility of Transportation Director.
- 14.5. All employees operating a non-owned vehicle are required to maintain it in good working order, and to comply with all city, state, and federal laws relating to its operation (current state safety inspection, registration, etc.).

Section 15

Vehicle Security

- 15.1. The security of Lackland ISD vehicles is of high importance. Employees are expected to take all reasonable steps to insure that vehicles and cargo are secure from theft and vandalism. When unattended:
- 15.1.1. Vehicle interiors shall be secured: windows up, doors locked, and keys removed.
 - 15.1.2. Cargo should not be left unattended.
 - 15.1.3. Tools should be secured inside the vehicle or in exterior locked compartments, out of sight.
 - 15.1.4. Vehicles that are parked off-site should be parked in a well-lit area, and should not be parked on the street.
 - 15.1.5. Do not leave target theft items (especially computers) in plain view inside a locked vehicle. These items are a magnet for thieves and it only takes a few moments for a smash-and-grab theft to occur.
 - 15.1.6. Yellow and white fleet vehicles will be stored at night at either the bus barn (5270 Arizona) or the Administration Building (Bldg. 8265) parking lot.

Section 16

The Accident Scene

- 16.1. Following a vehicle accident:
- 16.1.1. Safely secure your vehicle and activate the hazard flashers.
 - 16.1.2. Notify dispatch (Transportation Director) by two-way radio or wireless phone of your exact location and your need for emergency assistance.
 - 16.1.2.1. Alternately, if you do not have a two-way radio or wireless phone, flag down a passing motorist and ask them to call 911, and then to call school authorities.
 - 16.1.3. Evaluate the situation. Evacuate your passengers only if necessary and doing so puts them in less danger than remaining in the vehicle.
 - 16.1.4. Provide first aid for all persons involved, including those in other vehicles.
 - 16.1.5. Secure the cooperation of witnesses. Get their full name and phone number.
 - 16.1.6. If it is a school bus accident, record the names and seating locations of each student at the time of the accident.
 - 16.1.7. **Do not discuss the accident** with anyone except law enforcement and school authorities.
 - 16.1.7.1. If necessary, politely ask the police officer to step away so your conversation is not within hearing range of others.
 - 16.1.7.2. **Do not admit fault.**
 - 16.1.7.3. After the accident, **do not speak to anyone** that contacts you unless they identify themselves as representing the Property Casualty Alliance of Texas (the school's fleet insuring organization) or Edwards Claims Administration (the school's fleet claims administrator). Tell all others that they should contact the Executive Director of Business (210-357-5005) for additional information.

- 16.1.8. Obtain information from all parties involved in the accident (school authorities who arrive on scene may perform this for you, but it is ultimately your responsibility). Information should include all items outlined in 16.2 below.
- 16.1.9. If any student or employee injury is involved, a call to the Executive Director shall be made as soon as the safety of those involved is initiated (210-357-5004 or cell 210-385-8455).
- 16.2. Within 24 hours of the accident, or the next business day, the driver must complete and sign a Motor Vehicle Accident Report (**Exhibit Section**) and turn it in to his or her supervisor, with a copy to the business office. This report should include ALL of the following:
 - 16.2.1. Make, model, year, and license plate number of all vehicles involved, including yours.
 - 16.2.2. Name, address, and phone number of ALL parties involved, including other vehicle drivers and passengers. Obtain the driver's license numbers of other drivers involved.
 - 16.2.3. Insurance company information of all other drivers involved, including the policy number, company name, agent's name, and agent's phone number.
 - 16.2.4. Name, address, and phone number of ALL witnesses to the accident.
 - 16.2.5. If it is a school bus accident, the seating chart for the bus with an indication of which students were actually on the bus. Your seating chart should include the name, address, and phone number of your students.
 - 16.2.6. Date and exact location of the accident.
 - 16.2.7. Description of the accident.
 - 16.2.8. If any parties were injured, name of the hospital(s) they were taken to.
 - 16.2.9. Place where your vehicle was towed, and by whom.

Section 17

Accident Review and Follow-up

- 17.1. Lackland ISD shall establish and maintain a method for review and follow-up of all vehicle accidents.
- 17.2. Studies have repeatedly shown that at least 75% of all vehicle accidents are **preventable**. Lackland ISD believes that something positive should come from every auto accident. The primary purpose of an accident review process is to take managerial steps to help prevent recurrence of further, similar accidents:
 - 17.2.1. The **root cause** of the accident should be determined.
 - 17.2.2. **Corrective action** should be taken to help prevent a recurrence of the specific root cause that led to the accident. The list of possible corrective actions is large, and will be determined by the root cause. Corrective actions may include re-training, re-routing, new vehicle maintenance activities, changes to vehicle configuration(s), etc.
 - 17.2.2.1. If the root cause is a system failure, such system failure shall be corrected.
 - 17.2.2.2. If the root cause is determined to be driver inattention, failure to follow defensive driving principles, or neglect of established driving safety rules, corrective action may include driver consequences.
- 17.3. The Transportation Director shall review and investigate all Lackland ISD vehicle accidents.
 - 17.3.1. Review and investigate all Lackland ISD vehicle accidents.

- 17.3.2. The Transportation Director will make a determination of whether the accident was **preventable** from the perspective of the employee driver.
 - 17.3.3. Recommend corrective and/or disciplinary action in accordance with district policies and procedures.
- 17.4. When determining the preventability of vehicle accidents from the perspective of the employee driver, the Transportation Director shall adhere to the National Safety Council's definition of a preventable collision: **"A preventable collision is one in which the driver failed to do everything reasonable to avoid it."**
- 17.4.1. Consistent with this definition, and unless there are significant extenuating circumstances, the following driver failures should constitute adequate grounds for ruling an accident preventable:
 - 17.4.1.1. Failure to follow defensive driving practices as outlined in or sponsored by the National Safety Council driving course.
 - 17.4.1.2. Failure to adjust speed to conditions of light, weather, road, or traffic.
 - 17.4.1.3. Failure to recognize and adjust to driver's own temporary physical, mental, or emotional condition.
 - 17.4.1.4. Failure to adjust to clearance at top, sides, front, or rear of vehicle.
 - 17.4.1.5. Failure to maintain an adequate following distance with the vehicle ahead.
 - 17.4.1.6. Failure to observe conditions at rear of vehicle while backing.
 - 17.4.1.7. Failure to yield right-of-way when necessary to avoid an accident.
 - 17.4.1.8. Failure to yield when necessary to avoid an accident (even when possessing the right-of-way), if it was within the reasonable power of the school driver to do so.
 - 17.4.1.9. Failure to control speed so as to be able to stop within assured clear distance ahead.
 - 17.4.1.10. Failure to observe traffic laws and ordinances.
 - 17.4.1.11. Failure to observe Lackland ISD safety rules, operating rules, or special instructions.
 - 17.4.1.12. Failure to observe safe practices taught in school training programs or supervisory bulletins.
 - 17.4.1.13. Failure to report and correct obvious vehicle deficiencies (i.e., faulty brake signal lights).
- 17.5. Upon determination that the accident was *preventable* and assuming that the employee still possesses an acceptable MVR (if the employee's MVR is unacceptable, the employee's driving privileges **shall be immediately suspended**), the following actions will be recommended to management:
- 17.5.1. First preventable accident in the preceding three years:
 - 17.5.1.1. Employee will be required to attend a counseling meeting with his or her supervisor.
 - 17.5.1.2. Written reprimand will be placed in the employee's file.
 - 17.5.1.3. The employee must successfully complete, at his or her own expense, a National Safety Council Defensive Driving Course within (60) days of being notified of the Safe Driver Review Board's decision. Driving privileges will not be suspended during this time. However, if the employee has not successfully completed the DDC course by the 60th day, driving privileges shall be suspended until such time that the course is successfully completed.

- 17.5.1.4. The employee may also be required to complete re-training on identified safe driving deficiencies with Lackland ISD's Driver Trainer or supervisor.
- 17.5.1.5. Other possible disciplinary action, **up to and including termination.**
- 17.5.2. Second preventable accident in the preceding three years:
 - 17.5.2.1. Employee will be suspended one day without pay.
 - 17.5.2.2. Employee will be required to attend a counseling meeting with his or her supervisor **and** department head.
 - 17.5.2.3. Written reprimand will be placed in the employee's file.
 - 17.5.2.4. The employee must successfully complete, at his or her own expense, a National Safety Council Defensive Driving Course within (60) days of being notified by the Transportation Director. Driving privileges **shall be** suspended until this course is successfully completed.
 - 17.5.2.5. The employee **shall be** required to complete re-training on identified driving deficiencies with Lackland ISD's Driver Trainer or supervisor.
 - 17.5.2.6. Other possible disciplinary action, **up to and including termination.**
- 17.5.3. Third or subsequent preventable accident in the preceding three years:
 - 17.5.3.1. Employee will be suspended three days without pay.
 - 17.5.3.2. Employee's driving privileges will be suspended.
 - 17.5.3.3. Employee will be required to attend a counseling meeting with his or her supervisor **and** Superintendent.
 - 17.5.3.4. Written reprimand will be placed in the employee's file.
 - 17.5.3.5. Other possible disciplinary action, **up to and including termination.**
- 17.6. Following a third at-fault accident in the preceding three years, driving privileges can only be reinstated, on a probationary basis, after the employee has:
 - 17.6.1. Established a period of twelve consecutive months with zero (0) points on the MVR; **and**
 - 17.6.2. Has successfully completed, at his or her own expense, a National Safety Council Defensive Driving Course within the ninety (90) days preceding the request for reinstatement; **and**
 - 17.6.3. Obtained the written approval of the Superintendent to return to driving duties on a probationary basis.
- 17.7. Lackland ISD has a responsibility for the safety of the motoring public as well as its own employees and students. Therefore, Lackland ISD may suspend an employee's driving privileges at any time if management justifiably believes the employee is an unusually high vehicle accident risk.

Exhibits

Vehicle Operation and Condition Report

Motor Vehicle Accident Report

Lackland Independent School District Vehicle Operation and Condition Report

Vehicle: **White Fleet (Vehicle number):** _____ **and**
(Vehicle description): _____

Yellow Fleet (Bus number): _____ **and**
(Bus description): _____

Destination: _____

Mileage:

Activity Supported:

Ending: _____
 Starting: _____
 Total: _____

Regular education: _____
 Special education: _____
 Co-curricular: _____
 Athletics: _____
 Staff development: _____
 Other: _____

Cost: \$ _____
 (Business Office Use Only)

Gas Purchase: () Yes () No **If yes, amount:** \$ _____ **Attach receipt(s).**

Bus Drivers Only	
Field Trips	
Clock In Time:	Clock Out Time:
Trip Departure Time:	Trip Return Time:

Vehicle Inspection:
 (√ = Okay X = Defective)

Tires: _____ Lights: _____ Fluids: _____
 Body: _____ Drive train: _____ Other: _____

Description of Defect:

 Driver (Signature)

 Date

 Driver (Print Name)

*******All Information Must be Filled In*******

AUTO ACCIDENT INSTRUCTIONS

IMPORTANT: IN CASE OF ACCIDENT, DO THE FOLLOWING:

1. Do NOT move your bus unless instructed to do so by the Police Officer investigating the accident.
2. Check for injuries of passengers on bus and keep all students on bus until the police officer releases everyone. If you need to evacuate the bus, use extreme caution and keep all students together in orderly fashion.
3. Protect the Scene of the Accident. Place reflectors out to prevent further accidents.
4. CALL your transportation director and the police immediately for all accidents (major & minor) and report the following information:
 - a. Location of Accident?
 - b. Any Injuries?
 - c. Ambulance Needed?
 - d. Is bus drivable?
5. Obtain the following information from the other parties involved:
 - a. Other Driver
 - i. Name
 - ii. Address
 - iii. Contact Phone
 - iv. Driver's License Number
 - v. Insurance Information (policy holder name, policy number, company, contact phone)
 - b. Other Vehicle Information (Year, Make, Model & License Plate)
6. If an employee or student is injured or potentially injured, immediately contact the Executive Director for Operations (210-357-5004 or 210-385-8455 –cell).
7. Secure the following information at the scene:
 - a. Location of Accident (cross street or block number)
 - b. Scene Description (time of accident, any obstructions of view, environment, road signs, speed limit signs, unusual weather conditions, incline in pavement, etc. – It is important to get this information at the accident scene as these details are easily forgotten)
 - c. Number of Passengers in Member Vehicle, Seating Chart, Injuries
 - i. List names of students and get parent's names and contact numbers
 - d. Number of Passengers in Other Vehicle
 - i. List names and if minors
 - ii. Any injuries?
 - e. Any witnesses? Possible Witnesses?
8. Do NOT talk to anyone about the accident except school officials and police officers. The driver should request that statement / interview be taken privately.
9. NEVER, NEVER, NEVER admit liability or agree to pay for damages.
10. Be calm, cool, collected and courteous.

If an accident occurs on non-school day or any time the Transportation Office is closed or unreachable, make sure the following calls are made:

1. If in county, a county sheriff is called; if in the city that the local police are called.
2. Ambulance & Fire Department are called if necessary.
3. Call the Executive Director for Operations (cell 210-385-8455)

It is most important that any and all accidents, regardless of severity, are reported immediately to the Transportation Office. This is for the driver's protection as well as the school districts.

Auto – Accident Information

Complete the form in its entirety and give to your transportation contact or school contact at the accident scene. All information contained herein will be given to insurance company for claim processing.

Accident Details:

Accident Date: _____ Accident Time: _____ () AM () PM

Location or Intersection: _____

City: _____ State: _____

Accident Description: _____

Scene Description: _____

Accident Fault: Circle the at fault driver and select action(s) that caused accident:

Member Driver

Other Driver

Check all that apply:

- Exceeding Speed Limit
- Failure to Yield ROW
- Following Too Closely
- Left of Center
- Improper Passing
- Failure to Signal
- Improper Left Turn
- Improper Right Turn
- Turn from Wrong Lane
- Improper Backing
- Improper Starting
- Unsafe Vehicle Conditions
- Mechanical Failure
- Other _____

Police Contact: Yes / No If yes, what police department? _____ Phone: _____

Citations Issued: Yes / No Who: _____ Offense: _____

Member Vehicle

Year: _____ Make: _____ Model: _____ Color: _____

Vin#: _____ License Plate#: _____

Member Driver: _____ Home Contact Phone: _____

Is member vehicle damaged as a result of this accident: Yes / No

If yes, what area is damaged?

Vehicle Drivable? Yes / No If no, where towed to: _____

Why vehicle not drivable?

Member Driver Written Statement:

Other Vehicle

Year: _____ Make: _____ Model: _____ Color: _____

Vin#: _____ License Plate#: _____

Owner of vehicle: _____ Phone: _____ Alternate Phone: _____

If driver, Driver's License #: _____ State: _____

Address: _____ City: _____ State: _____ Zip: _____

Driver of Other Vehicle: (if different than legal owner)

Name: _____ Phone Number: _____

Driver's License #: _____ State: _____

Address: _____ City: _____ State: _____ Zip: _____

Was Driver Injured: Yes / No If yes, was injured driver transported to Emergency? _____

If so, What Emergency Room? _____

Insurance Company Name: _____ Policy Holder Name: _____

Policy Number: _____ Insurance Phone Number: _____

Is vehicle damaged as a result of this accident: Yes / No

If yes, what area is damaged? _____

Vehicle Drivable? Yes / No If no, where towed to: _____

Why vehicle not drivable? _____

Passengers / Witnesses

Any passengers in member vehicle? Yes / No

Any injuries? Yes / No If yes, How many? _____

(If yes, please list with contact phone numbers – If minors, need parent contact information.)

Any passengers in other vehicle? Yes / No Any injuries? Yes / No If yes, How many? _____

(If yes, please list with contact phone numbers – If minors, need parent contact information.)

Any witnesses to accident? Yes / No

(If yes, please list with contact phone numbers – If minors, need parent contact information.)

Witness Contact Information				
Witness Name	Address	City, State & Zip	Phone	Alternate Phone

Acknowledgement of Receipt

[] I choose to receive the Lackland ISD Fleet Safety Policy in electronic format and accept responsibility for accessing according to the instructions provided.

[] I have been given a copy of the Lackland ISD Fleet Safety Policy, I have read its contents, and I am aware of the policies, procedures, and rules, as well as my responsibilities, contained therein.

Employee name (print):

Employee signature:

Date: _____

Employee Copy

Acknowledgement of Receipt

[] I choose to receive the Lackland ISD Fleet Safety Policy in electronic format and accept responsibility for accessing according to the instructions provided.

[] I have been given a copy of the Lackland ISD Fleet Safety Policy, I have read its contents, and I am aware of the policies, procedures, and rules, as well as my responsibilities, contained therein.

Employee name (print):

Employee signature:

Date: _____

School Copy – Sign and return to your supervisor

