

APPENDIX D
WALTON COUNTY SCHOOL DISTRICT
SAFE DRIVER PLAN

EFFECTIVE DATE: August 24, 2009

The School Board of Walton County wishes to ensure that it provides the safest means of transportation possible for its students and employees and for this purpose has adopted this **SAFE DRIVER PLAN**. This plan covers all employees who operate a school bus or drive a District-owned/leased vehicle. It applies to both the driving of the District-owned/leased vehicle and employee's personal vehicle if they hold a CDL.

This **SAFE DRIVER PLAN** is based on a point system, whereby points are applied to a variety of driving violations. The accumulation of a certain number of points within a specific time period will result in disciplinary action against the employee as covered in section III - D. For employees of the Walton County School District it does not matter whether the points were assigned for violations involving a school bus or District-owned/leased vehicle. Any discipline associated with a moving violation will supersede Article 3.10 of the Master Contract.

DISTRICT OWNED/LEASED VEHICLES & SCHOOL BUSES

- I. Each operator of a District-owned/leased vehicle shall possess the minimum qualifications prescribed in Florida Statutes, State Board of Education rules and any other controlling regulations.
 - A. All school bus operators shall hold a valid Commercial Driver's License (CDL) for a class B vehicle with passenger (P) and school bus (S) endorsements.
 - B. The appropriate driver's license shall be carried by all Walton School District employees while operating any District-owned/leased vehicle.
 - C. Any Walton School District employee who knows that his/her driver's license had expired or has been suspended or revoked and who operated a school bus or drove a District-owned/leased vehicle shall be subject to dismissal.

- II. A person applying for position as a school bus operator shall have their driving record reviewed through a check with the Florida Department of Highway Safety and Motor Vehicles (DHSMV), to verify a satisfactory driving history. Points shall be assigned for each entry on the applicant's Transcript of Driver Record in accordance with the Point Assessment Schedule under section IV. Applicants shall not be approved to operate a school bus for Walton County School District if they have:
 - A. More than three (3) points during the past twelve months (1 year).
 - B. More than six (6) points during the past thirty-six months (3 years).
 - C. More than nine (9) points during the past sixty months (5 years).

III. DISCIPLINARY ACTIONS:

- A. Points shall be assigned for each employee operating a school bus or driving a District owned/leased vehicle in accordance with the Point Assessment Schedule under section IV-A. If the employee decides to go to court on a traffic citation, he/she shall have the right to request the WALTON COUNTY SCHOOL DISTRICT SAFE DRIVER REVIEW COMMITTEE to hold the assessment of points in abeyance until the court renders a judgment. Such request must be made in writing and must include the employee's name, bus/vehicle number, date of citation, nature of citation, and court date.

The DHSMV provides for the rescission of driver license points for some offenses upon successful completion of a safe driving course. Should an employee comply with DHSMV retraining requirements for removal of driver license points, the point assessment may also be rescinded upon presentation of supporting documentation from DHSMV to the Safety Committee Chairman or Transportation Administrator, within ten (10) working days after completion of the DHSMV safe driving course. The employee may use this option only one (1) time during a three (3) year period.

- B. Any employee who operates a school bus or drives a District-owned/leased vehicle who receives notification of a driver's license suspension, revocation, or cancellation shall be required to notify the Transportation Administrator immediately during or after normal working hours. The Transportation Administrator shall take appropriate action to insure that employee does not operate a school bus or drive any other District owned/leased vehicle.
- C. If an employee has driven a school bus or District-owned/leased vehicle when he/she should have known that his/her driver's license was suspended, revoked, or canceled, such employee may be disciplined according to the Master Contract, Instructional and ESP and the Safe Drivers Plan.

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- D. Accrued point assessments shall be assigned in accordance with the following:
1. A year is defined as twelve (12) consecutive calendar months.
 2. Dismissal under this section shall **disqualify** that individual for re-employment as a school bus operator.
 3. Remediation: In addition to any disciplinary action that may be implemented in accordance with this Walton County School District Safe Driver Plan, when the Walton County School District Safe Driver Review Committee deems it appropriate or necessary, an employee may be required to attend remedial training. Such training shall be provided by the District **and taught by a certified instructor. Such training** may include classroom instruction or behind the wheel training in those areas identified as needing improvement. This training shall be with pay and shall be setup by the **Transportation Administrator or designee.**

Points Assessed	Time Period	Disciplinary Action
1-3 points	One Year	Documented Oral Reprimand
4-5 points	One Year	Letter of Reprimand and 2 hours minimum remedial, without with pay
6-7 points	One Year	One Day Suspension and 4 hours minimum remedial, without with pay
8-11 points	One Year	Three Day Suspension and 8 hours remedial minimum, without with pay
12 or more points	One Year	<u>Recommended for</u> Dismissal / Suspension, <u>without pay to the</u> <u>School Board</u>
15 or more points	Two Years	<u>Recommended for</u> Dismissal / Suspension, <u>without pay to the</u> <u>School Board</u>
18 or more points	Three Years	<u>Recommended for</u> Dismissal / Suspension, <u>without pay to the</u> <u>School Board</u>

IV. POINTS ASSESSMENT SCHEDULE

These points shall be assessed to employees who operate a school bus or drive a District-owned/leased vehicle for moving violations **given by a Law Enforcement Officer** according to the following schedule:

Description	Points Assessed
A. Moving Violation	
1. Speeding	
a. 5-10 miles over posted speed limit	2 pts.
b. 11- 14 miles over posted speed limit	3 pts.
c. 15 mph or more over posted speed limit	4 pts.
d. Speeding in a school zone more than 5 mph over posted speed limit	6 pts.
2. Failed to comply with traffic instructions sign, device, or officer	3 pts.
3. Failed to keep in proper lane	3 pts.
4. Driving on wrong side of road	3 pts.
5. Driving wrong way on one-way street	3 pts.
6. Improper turning	3 pts.
7. Improper lane change	3 pts.
8. Failed to yield	
a. Entering through highway	3 pts.
b. At unsigned intersection	3 pts.
c. To overtaking vehicle	3 pts.

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| d. To emergency/authorized vehicle | 4 pts. |
| 9. Improper passing | |
| a. On a posted sign/hill/curve | 3 pts. |
| b. Insufficient distance/visibility | 3 pts. |
| c. On wrong side | 3 pts. |
| d. Cutting-in | 3 pts. |
| e. Passing a stopped school bus loading or unloading students | 12 pts. |
| 10. Driving around/through railroad crossing gate or barrier without proper authorization | 4 pts. |
| 11. Citations for vehicle defects, vehicle not properly equipped, vehicle not properly registered or insured | 2 pts. |
| 12. Seat belt violation, no/improper child restraint device | |
| 13. Seat belt violation in a school bus or other District-owned/leased vehicle | 4 pts. |
| 14. Careless or improper driving | 3 pts. |
| 15. Special hazard-failure to use due care | 4 pts. |
| 16. Reckless driving | 12 pts. |
| 17. Driving while impaired due to unlawful use of Alcohol or drugs | 12 pts. |
| 18. Driving with open container of alcoholic beverage (operator) | 12 pts. |
| 19. Fleeing or attempting to elude a police/highway patrol officer | 12 pts. |
| 20. At-fault accident personal vehicle (citation required) | 6 pts. |
| 21. At-fault accident in any District-owned/leased vehicle (citation required) | 6 pts. |
| 22. Failure to report moving violation/accident involving personal vehicle within 72 hours of next duty day | 6 pts. |
| 23. Leaving the scene of an accident before police/highway patrol arrive | 6 pts. |
| 24. Falsification of an accident report | 6 pts. |
| 25. Failure to report moving violation/accident in any District-owned/leased vehicle by the end of work shift | 12 pts. |

B. School Bus Operators:

These points or remedial training shall be assessed to employees who while operating a school bus receive any of these moving violations **given by a law enforcement officer or** after investigation **in accordance with the test of just cause** by the Transportation Administrator according to the following schedule:

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| 1. Using or wearing any cell phone device or other electronic device | 3 pts. |
| 2. Improper backing | 3 pts. |
| 3. Following too closely | 3 pts. |
| 4. Driving too fast for conditions | 3 pts. |
| 5. Crossed private property to avoid light | 3 pts. |
| 6. Failed to signal for change in directions/slowing | 3 pts. |

7. Driving without lights		3 pts.
8. Failure to dim high-beam lights		3 pts.
9. Failure to stop before crossing railroad tracks		12 pts.
10. Driving around/through railroad crossing gate or barrier without proper authorization		12 pts.
11. Contact with another vehicle causing damage in excess of \$100.00		4 pts.
12. Failure to report any damage to any District-owned/leased vehicle.		2 pts.
13. Vehicle or property damage in excess of \$25.00, but less than \$100.00		
	1 st Offense	4 remedial hours
	2 nd Offense	6 remedial hours
	3 rd Offense	8 remedial hours
14. Preventable Accidents to include: at the bus yard, school bus ramps, private property with or without students on board; backing into small objects, scratches.		
	1 st Offense	4 remedial hours
	2 nd Offense	7 remedial hours
	3 rd Offense	10 remedial hours
15. Accidents that threatens a life or causes personal injury or property damage in excess of \$500.00.		
	1 st Offense	6 pts.
	2 nd Offense	9 pts.
	3 rd Offense	12 pts.

C. Driver License Suspensions, Cancellations, or Revocations

1. License suspended/cancelled for any reason other than PIPI (personal injury protection insurance) or FRJ (financial responsibility judgment)	4 pts.
2. License suspended/cancelled for PIPI or FRJ	3 pts.
3. License revoked (any reason)	12 pts.
4. Driving while license suspended/revoked/cancelled	12 pts.

It is understood that implementation of the above does not in any way preclude the taking of disciplinary action, up to and including dismissal for violations not specifically listed in this SAFE DRIVER PLAN. The Walton County School Board reserves the right to take disciplinary action up to and including dismissal when it considers the offense serious enough, especially when the occupants' safety and welfare were at risk, and/or in cases of restriction, suspension, or revocation of a driver's license.

Overall administration of this SAFE DRIVER PLAN is the responsibility of the WALTON COUNTY SCHOOL DISTRICT SAFE DRIVER REVIEW COMMITTEE and the TRANSPORTATION ADMINISTRATOR or his/her designee. Documentation received from the Florida Department of Motor Vehicles will be received by the Walton County School District's Transportation Department and they will be responsible for the maintenance of records and any follow-up actions.

An employee has the right to appeal assessment of points and/or administrative actions relating thereto by requesting a hearing before the WALTON COUNTY SCHOOL DISTRICT SAFE DRIVER REVIEW COMMITTEE. The appeal shall be by letter within five (5) working days of the receipt of the Safe Driver Committee's Report and shall state the employee's objection in detail.

V. WALTON COUNTY SCHOOL DISTRICT SAFE DRIVER REVIEW COMMITTEE

- A. A Walton County School District Safe Driver Review Committee will be established to review all safety violations, citations, or accidents under the Safe Driver Plan.
- B. The Walton County School District Safe Driver Review Committee will be staffed as follows:
 - 1. One representative from the Walton County School District office.
 - 2. One representative from the administrative area of the Transportation Department.
 - 3. Two full time school bus operators from north of Interstate 10, of the Walton County School District. Appointed by WCEA ESP President.
 - 4. One full time school bus operator from south of Interstate 10, of the Walton County School District. Appointed by WCEA ESP President.
 - 5. One ESP, appointed by the President by the WCEA President.
 - 6. One Instructional, appointed by the WCEA President.
 - 7. One representative from the Bus Mechanics.
 - 8. One representative from the Driver Trainers.
 - 9. One representative from the SRO.
- C. The responsibility of the Walton County School District Safe Driver Review Committee will be as follows:
 - 1. To review all safety violations under the Safe Driver Plan.
 - 2. To assess points according to Point Assessment Schedule in section IV when violations, citations, or accidents occur.
 - 3. To serve as an appeal board.
 - 4. To assign Remedial Training or Defensive Driving Course.
 - 5. To assume any other duties as deemed necessary by the **Safe Driver Chairperson**.
- D. The Walton County School District Safe Driver Review Committee will meet as follows:
 - 1. To review violations, citations, or accidents on an as needed basis for school bus operators and drivers of District-owned/leased vehicles.
 - 2. The driving record of school bus operators will be reviewed at least annually. Points will be assigned according to the Point Assessment Schedule as violations, citations, accidents, or convictions occur.
- E. The term of office for each Walton County School District Safe Driver Review Committee member will be for three (3) years. Each member may succeed himself/herself in office.
- F. The Walton County School District Safe Driver Review Committee will elect a Chairperson from the committee to serve for one (1) year.
- G. Driver Notification
 - 1. All employees under the Safe Driver Plan will be notified in writing by the Chairman of the Safe Driver Review Committee of points being placed on

their record in accordance with the Safe Driver Plan's Point Assessment Schedule as described in section IV.

2. All school bus operators or drivers of District-owned/leased vehicles receiving points will be informed of the number of points and the violation to which the points are assessed.
3. Drivers receiving notification will be required to sign the Violation-Citation-Accident Review Form that they have been notified of the points assessed against their record

**ACKNOWLEDGEMENT OF RECEIPT OF WALTON COUNTY SCHOOL DISTRICT
SAFE DRIVER PLAN**

I hereby acknowledge receipt of this WALTON COUNTY SCHOOL SAFE DRIVER PLAN established August 24, 2009 by the Walton County School Board in regards to accidents, citations, violations and District regulations, and understand that I am responsible for reading and understanding its contents. I also understand that my personal driving record will be considered as part of this SAFE DRIVER PLAN.

PRINT YOUR FULL NAME: _____

SIGNATURE

DATE

PRINT NAME of TRAINER: _____

SIGNATURE OF TRAINER

DATE

